COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This is the initial publication of this manual and should be read in its entirety. It provides procedures and requirements on reporting for duty, guardmount procedures, entry control duties, mobile patrol duties, security forces control center duties, supervisory duties, customs operations, and security forces communications. It implements AFPD 31-1, *Physical Security*, AFPD 31-2, *Law Enforcement*, and the Air Force Instructions listed in **Attachment 1**. Maintain and dispose of records created as a result of processes prescribed in this AFMAN in accordance with AFMAN 37-139, *Records Disposition Schedule.* Refer recommended changes and conflicts between this and other publications to HQ AFSFC/SFOP, 1517 Billy Mitchell Blvd, Lackland AFB, TX, 78236, on the AF Form 847, **Recommendation for Change of Publication**. It applies to military, civilian, and contractor personnel as well as military personnel assigned from other US military branches assigned to or attached to Air Force Units. Air National Guard units will use this manual as guidance.

Chapter 1

REPORTING FOR DUTY

1.1. Overview . U.S. Air Force Integrated Base Defense (IBD) is the integrated application of offensive and defensive action, both active and passive, taken across the ground dimension of the force protection (FP) battlespace to achieve local and area dominance in support of force protection. Security forces provide the foundation of the integrated base defense concept. All other Air Force members assigned to an installation possessing protection level resources contribute to IBD while fulfilling their primary function, thereby ensuring the continuance of air and space operations in any circumstances. This section outlines minimum requirements for security and support forces dedicated to protection level resources and identifies required capabilities. It includes requirements for weapons, vehicles, and communications equipment. *NOTE*: Security forces and augmentee personnel should not be included in base details if their duty schedule is in excess of the majority of the base populace.

1.2. Reporting for Duty . All personnel must report for duty fit and prepared to assume their assigned post. Each of the following paragraphs address areas of concern for members reporting for duty.

1.3. Maintain Proper Physical Fitness and Weight Standards . It is each member's responsibility to maintain the appropriate level of physical conditioning, including weight control. Failure to maintain the appropriate level of physical conditioning can result in adverse administrative actions. Information concerning current fitness standards and required frequency of assessments can be found in Chapter 3 of AFI 40-501, *The Air Force Fitness Program*. Information concerning current weight standards and required frequency of assessments can be found in AFI 40-502, *The Weight and Body Fat Management Program*.

1.4. Maintain Proper Qualifications for Assigned Post . Members and their supervisors must ensure members possess all qualifications and certifications to perform duties in their assigned post. Examples of qualifications and certifications would include vehicle and weapon qualifications as well as required certifications for specific duty posts.

1.5. Possess Required Equipment . Members and their supervisors must ensure members possess equipment required for the assigned post. Examples of required equipment could include helmet, flak vest, gas mask, restricted area badges, ballistic vest, etc.

1.6. Arming and Equipping Security Forces . Arming will be in accordance with AFI 31-207, *Arming and Use of Force by Air Force Personnel,* MAJCOM requirements, and as required by the Integrated Base Defense Council.

   1.6.1. Basic Equipment Requirements. Posted on-duty security forces must be equipped with the following minimum requirements:

      1.6.1.1. Whistle

      1.6.1.2. Flashlight

      1.6.1.3. Cold/Foul weather gear

      1.6.1.4. Handcuffs with key

1.6.1.5. Security Police shield or appropriate DoD badge.

1.6.1.6. Military Identification Card

1.6.1.7. Restricted Area Badge (if applicable)

1.6.1.8. Hearing protection

1.7. Arming and Equipping Support Forces. Staff, recalled or augmentation forces may be required for some contingencies. When posted, personnel will carry equipment required for the duty for which they are posted. If the post is not in support of Protection Level 1, 2 or 3 resources, the MAJCOM designates arming and equipment requirements.

1.8. Security Forces Vehicles. Vehicles are very important to security forces. Law enforcement vehicles are specifically purchased/leased for law enforcement/police duties. Law enforcement sedans should not be used on the flight line if at all possible. Other vehicle requirements will be in accordance with AFI 31-101 and transportation directives.

1.8.1. Leasing Security Forces Vehicles. Ensure when contracts are negotiated to lease vehicles for security forces use that the requirement to drill holes for mounting of prisoner cages, lights, sirens, communication equipment and any other specialized items is written into the contract. Additionally, marking requirements should also be addressed.

1.9. Fitness for Duty.

1.9.1. Be mentally alert.

1.9.2. Abstain from consumption of alcoholic beverages within 8 hours of duty or an additional amount of time if the alcohol influences the member's capability to perform their duties.

1.9.3. Inform supervisor of prescription and non-prescription drugs that might impair duty performance.

1.9.4. Inform supervisor of any mental distractions caused by unusual stress or crisis.

1.10. Security Forces Organization . In any security forces unit there is an operations echelon. The force protection operations branch provides the installation with law enforcement, physical security, corrections, investigations, patrols, entry control, and resource protection. For additional information refer to AFMAN 31-201, Volume 1, *Security Forces History and Organization.*

1.11. Security Forces. Installation security forces consist primarily of Air Force active duty, Air Reserve, and Air National Guard security forces personnel and when needed, augmentees. Augmentees are personnel identified through the Resource Augmentation Duty (READY) Program.

1.11.1. Selection and Use of READY Augmentees as Security Forces Members. Commanders must identify and use only those personnel who are considered highly responsible and completely reliable for security forces duty. Commanders will monitor augmentees to assure continued reliability. AFI 10-217, *The Resource Augmentation Duty (READY) Program*, contains detailed information on selection, training and administration of personnel. *EXCEPTION*: ANG installations must meet the minimum ANG training requirements identified in AFI 36-2225, *Security Forces Training and Standardization Evaluation Programs*.

1.11.2. Security Forces Qualifications. Airman classification program directives detail career prerequisites for security forces personnel. READY program directives detail prerequisites for augmentees.

1.12. Security Forces Composition and Responsibilities. Security forces support Air Force operational resources and resources that directly support the operational mission worldwide. On-duty security forces response elements are required for areas containing protection level resources. They form the major capability for detecting, responding to and neutralizing hostile actions under normal and emergency conditions. Security flights may vary in size depending upon the mission of the security forces. Members of each flight must know their individual responsibilities and must also have a working knowledge of all positions within the security flight.

1.12.1. Flight Commanders. When authorized, an officer oversees supervision of each flight. They are responsible for the training, equipping, conduct and welfare of the flight both on and off duty. They must know each person assigned to the flight, especially his/her strengths and weaknesses. Flight Chiefs assist them in handling time consuming and difficult problems of command interest. Flight Commanders must arrive at least 30 minutes prior to the start of their tour of duty.

1.12.2. Flight Chiefs. Flight Chiefs are NCOs who supervise and operate the flight during normal and emergency conditions. They are responsible for the basic operation and administrative functions of the flight. Flight Chiefs assume the duties of flight commanders when absent or not authorized.

1.12.2.1. Flight Chiefs are responsible for preparing and posting duty schedules and scheduling leaves.

1.12.2.2. Preparation for Duty. Flight Chiefs should arrive 30 minutes prior to the start of their tour of duty. Confer with the Flight Chief being relieved, review blotters from previous shifts, and get a thorough briefing on the current status of security operations. Check the status of vehicles, communications equipment, availability of grid maps, checklists and any other equipment your personnel will need during their tour of duty.

1.12.2.3. Post Checks. Flight Chiefs or flight commanders should check each sentry at least once during their tour of duty.

1.12.3. Squad Leaders. Squad Leaders supervise and are responsible for ensuring the training of the following personnel: (includes on-the-job and proficiency training requirements)

1.12.3.1. Fire Team (FT) leaders.

1.12.3.2. Squad specialists such as entry controllers and security controllers.

1.12.4. Area Supervisors. Area Supervisors are senior security forces members assigned to a specific restricted area. They direct and manage the area security operation in support of protection level resources and monitor the well-being of forces posted in the area. They must check every posted security forces member as frequently as possible. *NOTE*: In small areas where it is not prudent to post a lone individual, the internal or external SRT leader may also serve as area supervisor.

1.12.5. Entry Controllers (ECs). ECs control entry to restricted areas. They perform duties in one of the most sensitive positions in the Air Force Installation Security Program. They must apply controls that ensure only authorized personnel are admitted to restricted areas. They accomplish this using the procedures in Air Force directives and MAJCOM supplements.

1.12.6. Assistant ECs. Assistant ECs may be posted to conduct vehicle and personnel searches and assist ECs as needed or required.

1.12.7. FT Leaders. FT leaders supervise and are responsible for ensuring the training of fire team members. Training includes on-the-job and proficiency training requirements.

1.12.8. FT. FTs consist of four security forces members on one team, or any combination of internal and external SRTs, and security patrols who come together to form a FT. FTs respond to situations involving protection level resources and may work in smaller teams.

1.12.9. Security Response Team (SRT). SRTs are required at all installations supporting protection level 1, 2 or 3 resources. SRTs are response elements consisting of two properly armed and equipped security forces members. They provide internal and external security response for restricted areas containing protection level resources.

   1.12.9.1. Internal SRTs. Internal SRTs are dedicated to the interior of a restricted area. They watch over assigned resources and provide immediate response, if possible, to alarms generated from intrusion detection systems (IDS) or personnel and incidents, but in no longer than three minutes. *NOTE*: To facilitate area coverage and response to alarms, two-person internal SRTs may be separated and work as single-person security patrols within their assigned restricted area.

      1.12.9.1.1. Security Patrols. Security patrols (internal SRTs separated into single-person response elements) are dedicated to the interior of a restricted area or an individual resource. They watch over assigned resources and provide immediate response, if possible, to alarms generated from IDS or personnel and incidents, but in no longer than three minutes.

   1.12.9.2. External SRTs. External SRTs may operate inside or outside of restricted areas where they are assigned. They tactically respond within five minutes to alarms generated from IDS or personnel and incidents. External SRTs also help observe approaches and aid in intercepting an adversary before they damage resources or kill/injure personnel.

1.12.10. Close Boundary Sentry (CBS). CBSs are posted to provide security surveillance over the boundary of restricted areas or individual resources. IDS performs this function when available.

1.12.11. Immediate Visual Assessment (IVA) Sentries. IVA sentries provide surveillance over IDS sectors or zones when closed circuit television (CCTV) systems fail or when an alarm monitor can't see because of poor visibility or blind zones.

1.12.12. Master Surveillance Control Facility Operator (MSCFO). MSCFOs operate IDS equipment used to secure protection level resources in restricted areas, dispatch security forces to alarms and make initial notifications. They must be thoroughly trained in proper operating procedures, remain alert to detect any irregularities and respond appropriately when action is called for. Protection level resources are so important that mistakes in attentiveness and unsupported assumptions cannot be allowed. They perform the following functions:

   1.12.12.1. Assess exterior IDS by line-of-sight or CCTV.

   1.12.12.2. Act as a subordinate C3 (command, control and communication) control center for security forces posted during normal operations.

   1.12.12.3. Control entry into structures, alert shelters and individual resources protected with IDS when there is not an alarm monitor for the area who performs this function.

1.12.13.   Alarm Monitors. Alarm monitors are required to monitor IDS systems, dispatch security forces to alarms and make initial notifications. They may control entry to alarmed storage structures, alert aircraft shelters and other facilities protected by IDS and are key personnel in the process. Clear thinking, good operating procedures between alarm monitors and using organizations and a thorough familiarity with owner unit work routines are necessary to maintain efficiency and security. They must be thoroughly trained in proper operating procedures, remain alert to detect any irregularities and respond appropriately when action is called for.

1.12.14.   Security Forces Controllers. Security forces controllers direct security forces during normal and emergency security operations. Persons assigned to this position must be of the highest caliber because the job is one of the most demanding and critical in the security forces career field. Security forces controllers have the following responsibilities:

1.12.14.1.   Operate the communications console and equipment.

1.12.14.2.   Implement the security reporting and alerting system, when required.

1.12.14.3.   Plot the locations of all security forces and protection level resources.

1.12.14.4.   Accomplish required reports and other administrative duties.

1.12.14.5.   Focal point for command, control, and communications for all law enforcement functions. Responsible for operating the communications network, monitoring resource protection alarms, if an alarm monitor is not posted, and documenting all incidents throughout the shift. The Security Forces controller is the primary point of contact for the public; taking initial action regarding all reported incidents or emergencies

1.12.15.   Military Working Dog (MWD) Teams. Security of protection level resources is one of the most important uses of MWD teams. They are key players in a proactive security environment and should be used on a recurring basis to enhance detection and deterrence capabilities. MWD teams can operate independently or integrate with IDS and posted sentries, while providing search, initial response and force multiplier capabilities. MWDs should be used in installation security operations in the following ways. *NOTE:* Unless performing observation or listening post duties, MWDs should not normally be placed on static posts as this will seriously degrade the dog's detection capability.

1.12.15.1.   Sweeps of exterior and interior areas of observation and concealment, and avenues of approach to installations and restricted or controlled areas. Exterior sweeps should be conducted randomly, so as not to establish a pattern and extend beyond the immediate area of resources, possibly as far out as 1000 meters. This is dependent upon terrain features, physical location of resources and current threat analysis. Interior sweeps should also be conducted on a random basis.

1.12.15.2.   Conduct random vehicle inspections at installation, restricted area or controlled area entry control points using explosive detector dogs.

1.12.15.3.   Use as response elements to enhance internal and external intruder detection capabilities.

1.12.15.4.   To clear an area after an emergency response, ensuring all personnel have departed.

1.12.15.5.   To track intruders after they have breached installation, restricted or controlled area perimeters.

1.12.15.6.   Conduct sweeps of areas surrounding the hard stands or parking ramps for aircraft.

1.12.15.7. To conduct checks of storage structures.

1.12.15.8. During recapture or recovery operations, MWDs may accelerate surrender of intruders and significantly reduce the chance of collateral damage resulting from weapons fire.

1.12.15.9. During increased Force Protection Conditions (FPCONs) or security operations, MWDs can be used with motorized patrols, as distant support sentries and on normal day-to-day security and law enforcement posting to enhance detection and deterrence capabilities.

1.12.15.10. MWD teams are also used for patrol. Increased detection capabilities of the canine are an invaluable tool during the hours of darkness or limited visibility.

1.12.15.11. MWD teams will be used to facilitate their detection specialty as well. For example, explosive detector dogs will be used during bomb threats and random antiterrorism measures (RAMs) to search for explosives. Drug detector dogs will be used to search for illegal drugs.

1.12.15.12. MWD teams are excellent crime prevention tools. Visibility during daylight hours may deter criminals.

1.12.16.   Installation Entry Controller. Regulates vehicle and pedestrian entry at assigned posts. Personnel assigned to this duty verify requests for visitor entry; issue visitor passes, and enforces the installation traffic code. Entry controllers may search and inspect personnel and vehicles, as directed by higher authority. As Air Force ambassadors, installation entry controllers play a vital role on Air Force installations. **Chapter 3** contains a detailed description of the installation entry control function.

1.12.17. Base Installation Patrols. Base installation security forces patrols perform a myriad of duties for Protection Level 4 resources and respond to Protection Level 1, 2 and 3 resources when needed. These duties justify the manpower authorizations each unit earns for performing them. Do not use installation patrols to perform other duties as this weakens the overall force protection posture of the installation security program. As a limited resource, installation patrols cannot be dispatched to every call from the public. Alternative call-handling procedures should be implemented for minor (non-disabling and non-injury) traffic accidents or for minor crimes where there is no evidence to be processed. This keeps the patrol free to respond to priority calls for service and true emergencies. It also frees up time for patrol personnel to interact with their customers and engage in problem-solving efforts. Walk-in reports at the security forces control center, report-taking by appointment or report-taking by telephone (patrol member or clerical personnel) are examples of commonly-used alternatives to dispatching a patrol for every incident reported; mail-in reports and computer on-line reporting may also be used. The reporting guidelines of the state in which a CONUS installation is located is one method of determining when a patrol should be dispatched and when an alternative method may be used.

1.13. Police Services. Manages the wide range of general law enforcement services provided to the installation. Those sections profiled below pertain to law enforcement:

1.13.1. Corrections. Provides prisoner confinement, processing, supervision, and program management.

1.13.2. Investigations. Primarily responsible for investigating crimes and incidents that require more detailed or specialized analysis. This section is also responsible for safeguarding crime scenes requiring release to the Air Force Office of Special Investigations (AFOSI). Investigators maintain chain of

custody of property that is taken into evidence and dispose of the property after coordination with the staff judge advocate.

1.13.3. Base Installation Patrols. Respond to emergencies and resource protection alarms, and perform crime prevention through detection patrol of assigned areas. Patrols supervise traffic, investigate accidents, issue citations, and apprehend violators. Base installation patrols conduct building checks, funds escorts, and initial investigation of incidents not related to traffic. Patrols may assist the investigations section or AFOSI.

1.14. Duty Schedule . Commanders determine unit flight schedules based on unit needs. Normally a four-flight system is used to schedule security force members for a "6 and 3" (work six days - off three days). Consider the following basic requirements when developing flight schedules:

1.14.1. Flight schedules must require, as a minimum, the normal eight-hour working period.

1.14.2. Flight schedules should provide periods for the completion of proficiency and recurring training requirements.

1.14.3. Flight schedules, as a matter of routine, should not require a 12-hour work period.

1.14.4. Flight schedules should provide an uninterrupted sleep schedule.

1.14.5. Irrespective of the type of flight scheduling used, it is important that posts and patrols be manned according to the post priority listing. Tours of duty and time off should be commensurate with effective employment of security forces personnel.

1.14.6. Scheduling. Post the flight duty roster in a prominent place, but consistent with sound OPSEC practices. The duty roster should show the schedule and post for at least the next duty day. This advance notice gives each person the opportunity to ensure they report for duty in the correct uniform and with the proper equipment, and to make any other necessary preparations for the post they will have that day.

1.15. Standardized Uniforms.

1.15.1. Security forces personnel will wear uniforms and equipment in a standardized manner.

1.15.1.1. 9mm Handgun. Security forces personnel, when carrying the 9mm handgun, will wear the Air Force law enforcement ensemble (LEE). The equipment configuration on the LEE is as follows: The holster will be worn on the strong side of the pistol belt. The collapsible baton, if used, will be placed in front of the holster, and the handcuff case will be placed in front of the baton. The radio case will be placed on the weak-side of the web belt opposite the holster. The flashlight will be carried behind the radio. Pepper spray, if used, will be placed in front of the radio case followed by the key-ring holder. The ammo pouch will be placed in front of the key-ring holder. Place other equipment behind the flashlight according to local policy (such as a case for latex gloves, rights advisement card, etc.) as long as it does not impede access to the weapon. A handcuff key must be carried on the key-ring holder. The whistle may also be clipped to the key-ring holder for easy access by the weak-hand. The black nylon LEE will be worn with the blue service uniform and may be worn with the battle dress uniform. The O.D. green LEE, built from standard issue O.D. green web gear (the first aid/utility pouch will be the handcuff case), may also be worn with the battle dress uniform. Shoulder holsters are not authorized for security forces personnel in uniform unless an exception is made in writing by the CSF for personnel who are on

medical waiver or who for other legitimate reasons cannot wear the standard LEE. These personnel shall wear the Bianchi UM84H harness with the M12 field holster. All personnel subject to this exception, will complete required training in accordance with AFI 36-2226, section 2.12.9. When armed with the 9mm handgun, CSFs will mandate at least one non-lethal weapon be carried, consisting of either the collapsible baton, OC pepper spray or both.

1.15.1.2. M-16 Rifle. Security forces personnel, when carrying the M-16 rifle, will wear the standard issue O.D. green load bearing equipment (LBE) or the tactical load-bearing vest (TLBV) with the pistol belt. When wearing the LBE or the TLBV, the handcuff case (first aid/utility pouch) will be placed forward on the strong-side of the pistol belt. The radio pouch will be placed on the weak side of the pistol belt.

1.15.1.2.1. When using the LBE only, two ammunition pouches will be attached to the pistol belt. The front straps of the shoulder support harness will be attached to the ammunition pouches. One ammunition pouch will be placed on the weak side of the pistol belt in front of the radio pouch and positioned in front of the body for shoulder support harness attachment. The other ammunition pouch will be placed on the strong side in front of the handcuff case and positioned in front of the body for shoulder support harness attachment. If a law enforcement style flashlight (other than the MX-991 U angle-head flashlight) is carried, it will be placed on the weak side of the pistol belt behind the radio pouch, if a standard issue MX-991 U angle-head field flashlight is carried, it will be placed on the weak side of the shoulder support harness.

1.15.1.2.2. When wearing the TLBV, spare ammunition magazines will be placed in the magazine pouches built into the TLBV, and the separate magazine pouches will not be worn on the pistol belt. The flashlight will be carried behind the radio case.

1.15.1.3. MAJCOM/SF and installation chiefs of security forces will specify any additional equipment requirements. At each installation, uniform and equipment wear will be consistent for all security forces personnel as required by the type of weapon(s) the member carries.

1.15.1.4. Mourning Bands. Mourning bands may be worn at the discretion of the CSF.

Chapter 2

GUARDMOUNT

2.1. Guardmount . Guardmount is a formal military formation and is the first call to duty for security forces personnel. All members of the flight draw their weapons from the armory and fall in formation at the designated time and place. During guardmount, the flight commander or flight chief should accomplish an inspection. Guardmount provides the flight leadership the opportunity to ensure personnel are: (1) fit for duty, (2) appearance is in compliance with directives and (3) possess the required equipment and ensure that all equipment is in good working condition. Equipment of special interest to the flight leadership should include weapons and ammunition, flashlights, foul weather gear and individualized protective equipment (e.g., flak vest/protective vest, gas mask and helmet). The flight chief will complete a roll call to announce and officially assign all posts and disseminate information since this is (normally) the only time the entire flight is together during any given tour of duty. Information disseminated must include:

2.1.1. Changes in procedures or new policy.

2.1.2. Noted discrepancies.

2.1.3. Upcoming appointments & commendations.

2.1.4. Pick-up or restriction orders.

2.1.5. Special emphasis on weapons and vehicle safety.

2.1.6. Guardmount training.

2.1.7. Events/incidents from the previous shift.

2.1.8. Local Terrorist Force Protection Conditions.

2.1.9. Current duress words.

2.1.10. Local information as needed.

2.2. Conducting the Formal Open Ranks Inspection . When tasked to conduct a formal open ranks inspection, use the following procedures:

2.2.1. Initial Actions. At the designated time, the Flight Chief will order the flight to "FALL IN." The flight will fall in and form three or four ranks, depending on the size of the flight, with the squad leaders at the right flank of each rank, centered on the Flight Chief.

2.2.2. Forming the Flight. The Flight Chief assumes a position six paces in front and facing the flight and gives the command, "REPORT." Each squad leader salutes and reports, "SIR/MA'AM, FIRST SQUAD (second squad, and so forth) ALL PRESENT OR ACCOUNTED FOR" or "SIR/MA'AM, FIRST SQUAD, AIRMAN BROWN ABSENT." The Flight Chief returns the salute of each squad leader. After the report, the Flight Chief gives the command, "PARADE, REST." He/she then executes an about-face, comes to parade rest, and waits for the inspecting official. As the inspecting official approaches, the Flight Chief comes to attention, executes an about-face, and commands, "FLIGHT, ATTENTION." The Flight Chief then executes an about-face and remains at attention until the inspecting official is three paces in front of, and facing him/her.

2.2.3. Preparing for Inspection. As soon as the inspecting official is in position, the Flight Chief salutes and reports, "SIR/MA'AM, THE FLIGHT IS FORMED." The inspecting official returns the salute and commands, "PREPARE FOR INSPECTION." The Flight Chief executes an about-face and commands, "OPEN RANKS, MARCH." At this command, the first squad takes three paces forward, stops and immediately executes a dress right dress movement. The second squad takes two paces forward, stops and immediately executes a dress right dress movement. The third squad takes one pace forward, stops and immediately executes a dress right dress movement. The fourth squad stands fast and immediately executes a dress right. As the flight is executing the open ranks movement, the Flight Chief moves by the most direct route to the right flank of the first squad, one pace from, and facing the first squad leader. The Flight Chief then aligns the first squad by using voice commands only. To look down the front and rear of the squad, the Flight Chief executes sidesteps to the right and left. (Do not use arms to aim or weave from side to side to align the squads.) After the first squad is aligned, the Flight Chief executes a left face in marching and moves to the right flank of the second squad (one pace from and facing the second squad leader). The Flight Chief then aligns the remaining squads in the same fashion as the first.

2.2.4. The Inspection. After the flight is aligned, the Flight Chief executes a right face in marching. He/she moves to a point three paces to the front of the first squad leader, halts, executes a left face and commands, "READY, FRONT." The Flight Chief takes one pace forward, then executes a right-face, salutes and reports, "SIR/MA'AM, THE FLIGHT IS PREPARED FOR INSPECTION." The Flight Chief should now be positioned directly in front of the first squad leader. The inspecting official approaches the Flight Chief by the most direct route and inspects him/her. After inspecting the Flight Chief, the inspecting official directs the Flight Chief to "ACCOMPANY ME." The inspecting official moves past the Flight Chief's left shoulder toward the first squad leader. After the inspecting official is past, the Flight Chief executes an about face and follows two paces behind. The inspecting official moves by the most direct route to a point immediately in front of the first squad leader. The Flight Chief takes a position two paces behind and facing the inspecting official. The Flight Chief records any discrepancies noted by the inspecting official. The inspecting official inspects each member of the flight, beginning with the squad leader in the first rank. As the first squad leader is inspected, the Flight Chief gives the command, "SECOND, THIRD, AND FOURTH SQUADS, PARADE, REST." Adjust this command based on the number of squads in formation.

2.2.4.1. Inspecting Other Squads. After inspecting the squad leader, the inspecting official executes a right face in marching. He/she halts in front of the next flight member, executes a left face, inspects the next squad member and continues the procedure down the first rank. The Flight Chief follows the inspecting official by marching to a point directly in front of the last person inspected while still facing the inspecting official. After the inspecting official inspects the last flight member in the first squad, he/she executes a right face in marching, moves to the rear of the first squad by the most direct route, and inspects the rear of the squad. The inspecting official does not pause while moving along the rear of the squad unless a discrepancy is noted. The Flight Chief follows two paces behind the inspecting official. As the inspecting official approaches within six paces of the right flank of the formation, the second squad leader commands, "SECOND SQUAD, ATTENTION." The inspecting official, followed by the Flight Chief, will proceed a few paces beyond the extreme right flank of the formation. At that point, he/she will execute a wide turn before reentering the right flank of the formation to inspect the second squad. This maneuver accommodates the requirement for the Flight Chief to remain in position behind the inspector and provides room to properly reenter the right flank of the formation.

2.2.4.2. Completion. As the inspecting official begins to inspect the second squad leader, the first squad leader commands, "FIRST SQUAD, PARADE, REST." Each squad leader follows this procedure. After the fourth (or last) squad is inspected, the inspecting official marches by the most direct route to a point six paces in front of and centered on, and facing the first squad. The Flight Chief will follow two paces behind the inspecting official and stop three paces beyond the first squad, execute a left face, and command, "FLIGHT, ATTENTION." The Flight Chief then takes one pace forward, executes a right face and remains at attention. If the inspecting official has any remarks to direct to the Flight Chief or the element, he/she does so now. When the inspecting official makes remarks, he/she tells the Flight Chief to place the flight at ease or parade rest. The Flight Chief executes an about face, gives the appropriate command, executes another about face and assumes the position of the command just issued.

2.2.4.3. Close Ranks. When the inspecting official completes his/her remarks, the Flight Chief will come to attention, execute a left-face and give the flight the command, "FLIGHT, ATTENTION." The Flight Chief executes a right face and salutes the inspecting official, who returns the salute. The inspecting official orders, "TAKE CHARGE OF THE FLIGHT," executes an appropriate facing movement and departs the area. The Flight Chief then executes a left face and gives the command "CLOSE RANKS, MARCH." At this command the first squad stands fast. The second squad takes one pace forward and halts. The third squad takes two paces forward and halts. The fourth squad takes three paces forward and halts. Once the squads complete their movement, each squad automatically covers and remains at attention. While this is happening, the Flight Chief moves to a position six paces in front of, and centered on, the flight, and executes an about face. The Flight Chief then commands, "PARADE REST," or "AT EASE." At this point the Flight Chief will brief the flight, call roll and pass on information pertinent to the coming tour of duty. At the completion of the guardmount briefing, the Flight Chief commands, "FLIGHT ATTENTION." The flight comes to attention and the Flight Chief commands "POST." At the command "POST," the flight executes an about-face and members promptly report to their assigned duty posts.

2.3. Conducting Guardmount without an Inspection . There may be times when an inspection is not practical or possible. Nevertheless, guardmount is a formal military formation that is conducted as outlined above. The only difference is no inspection (e.g., the flight is still formed, information disseminated and flight posted according to correct protocol). Conclude guardmount without inspection the same as guardmount with inspection.

2.4. Eagle Eyes. After the 2001 terrorist attacks the AF initiated a new program call Eagle Eyes (EE). This program is executed by AFOSI, but is extensively supported by security forces. The program is essentially a large "neighborhood watch" program that enlists the eyes and ears of base personnel and the community in the war on terror. It does so by educating people on what to recognize as potential terrorist-planning activity and then provides a 24-hour SF line to ensure all-day, all-night reporting by airmen or citizens who see something suspicious. AFOSI and SF units locally work out the details of the program at each base, to include how and where to accept incoming calls from airmen and citizens and how and when SF personnel relay the information to the local AFOSI unit. It is the responsibility of the flight chief to ensure that the flight is aware of these categories of suspicious activities and knows to report them to AFOSI immediately when observed or reported by someone else. The following are activities that security forces personnel should focus on recording, then reporting:

2.4.1. Surveillance. Someone recording or monitoring activities. This may include the use of cameras (either still or video), note taking, drawing diagrams, annotating maps, or using binoculars and other vision-enhancing devices. Individuals drawing pictures or taking notes in an area not normally of interest to a standard tourist or showing interest in photographing security cameras, guard locations, or noticeably watching security reaction drills and procedures. In this manner, the terrorists intend to determine firsthand the effectiveness of search procedures and to gauge the alertness and reaction of security personnel. Terrorists conduct surveillance to determine a target's suitability for attack by assessing the capabilities of existing security systems and discerning weaknesses for potential exploitation. Terrorists closely examine security procedures, such as shift changes, access control, and roving patrols; citizenship of security guards, models and types of locks; presence of closed-circuit cameras; and guard dogs. After identifying weaknesses, terrorists plan their attack options at the point or points of greatest vulnerability.

2.4.2. Elicitation. People or organizations attempting to gain information about military operations, capabilities, or people. Elicitation attempts may be made by mail, fax, telephone or in person.

2.4.3. Tests of Security. Any attempts to measure reaction times to security breaches or to penetrate physical security barriers or procedures in order to assess strengths and weaknesses. Terrorists may also employ aggressive surveillance by false phone threats, approaching security checkpoints to ask for directions, or "innocently" attempting to smuggle non-lethal contraband through checkpoints. Clearly, the terrorists intend to determine firsthand the effectiveness of search procedures and to gauge the alertness and reaction of security personnel.

2.4.4. Acquiring supplies. Purchasing or stealing explosives, weapons, ammunition, etc. Also,includes acquiring military uniforms, decals, flight manuals, passes or badges (or the equipment to manufacture such items) or any other controlled items.

2.4.5. Suspicious persons out of place. People who don't seem to belong in the workplace, neighborhood, business establishment, or anywhere else. Includes suspicious border crossings and stowaways aboard ships or people jumping ship in port. This also includes:

2.4.5.1. Multiple sightings of the same suspicious person, vehicle or activity, separated by time, distance or direction.

2.4.5.2. Possible locations for observation post use.

2.4.5.3. Individuals who stay at bus/train stops for extended periods while buses/trains come and go.

2.4.5.4. Individuals who carry on long conversations on pay or cellular telephones.

2.4.5.5. Individuals who order food at a restaurant and leave before the food arrives or who order without eating.

2.4.5.6. Joggers who stand and stretch for an inordinate amount of time.

2.4.5.7. Individuals sitting in a parked car for an extended period of time.

2.4.5.8. Individuals who don't fit into the surrounding environment by wearing improper attire for the location or season.

2.4.5.9. Individuals who exhibit unusual behavior such as starring or quickly looking away from individuals or vehicles as the enter or leave designated facilities or parking areas.

2.4.6. Dry Run. Putting people into position and moving them around according to their plan without actually committing the terrorist act. This is especially true when planning a kidnapping, but it can also pertain to bombings. An element of this activity could also include mapping out routes and determining the timing of traffic lights and flow.

2.4.7. Deploying Assets. People and supplies getting into position to commit the act. This is a person's last chance to alert authorities before the terrorist act occurs.

2.4.8. It is important to highlight that the above surveillance indicators can be recorded overtly while performing normal military police/security forces activities. The intent is to raise the awareness of our security forces to record and report the unusual during the course of routine law enforcement and security duties. Reporting terrorist surveillance indicators, implementing effective security countermeasures and employing overt surveillance detection principles will deter terrorist surveillance.

Chapter 3

ENTRY CONTROL DUTIES

3.1. Installation Entry Controller (IEC). IECs are Air Force ambassadors in that they are the first point of contact for the public who often judge the entire installation by IEC appearance and performance. Normally assigned to the host security forces squadron, the IEC is the installation's first line of defense against unwanted or illegal entry, our initial force protection element, ensuring only authorized personnel are granted access. Proper management of this program requires recognition of the importance of the IEC.

3.1.1. Key Qualifications: IECs serve an important role and function. It is critical for the entry controller to look and act professional while at the same time remaining vigilant to breaches of security and other violations of the law. Personnel performing duties as entry controllers must know and display confidence in the enforcement of installation entry control procedures, detection of impaired drivers and suppressing theft and pilferage of government property through execution of random vehicle inspections. The entry controller must reflect exemplary military bearing and appearance, professionalism and positive attitude toward the public that exemplify the Air Force operating style and tradition.

3.1.2. To perform their duties properly, entry controllers must demonstrate a professional and courteous demeanor, which reflects Air Force strength and dignity. All communications with the public will be characterized by addressing every person as "sir or ma'am," without exception. Slang or "street language" will not be used. Entry controllers must give sharp, crisp, military salutes and hand signals. Additionally, they will not eat, loiter, smoke, or chew gum or tobacco in the view of the public.

3.1.3. Entry controllers will position themselves to maximize their visibility to incoming traffic and to enhance their ability to efficiently perform their duties. Whether waving single or double lanes of traffic, the entry controller will stand at a modified position of parade rest (permitted to move about to ease the stress of continuous parade rest), unless required to salute an incoming vehicle. In this case, assume the position of attention, salute and return to the modified parade rest position to continue waving traffic.

3.1.3.1. When waving a single lane of traffic, the entry controller will stand facing on-coming traffic in a position near the gate house where they can be best observed by the driver. While every building configuration differs, the entry controller will stand in a position slightly in front of and away from the gate building, so as to make themselves the most visible to incoming drivers. IECs should not stray too far away from the building, as it may become necessary to take cover using the facility or installed vehicle barriers.

3.1.3.2. As a vehicle approaches the gate, the entry controller will stand at a modified parade rest position with their strong hand in the small of their back behind their weapon. The entry controller will extend their other hand (non-shooting) straight out towards the vehicle, with the palm of their hand facing the vehicle. Once the appropriate entry credentials (e.g. vehicle decal, visitor's pass or locally devised pass) are recognized, the entry controller will make eye contact with the vehicle operator. The entry controller will then turn their palm over, lay it flat and while bending the arm at the elbow, bring their hand towards the side of their face. The wave will stop when the fingers are pointing in a straight up position. The entry controller will then reassume the modified parade rest position or initiate the wave sequence, again depending on traffic. If waving a vehicle identified as belonging to an officer (officer's decal), after properly signaling the entry, assume the posi-

tion of attention and render a proper military salute. If a vehicle approaches with no entry credentials, the entry controller will extend their other hand straight out towards the vehicle, with the palm of their hand facing the vehicle. Once the vehicle has stopped, the entry controller will address the driver in a friendly, courteous manner and inquire their business on the installation by saying "Sir/Ma'am, may I help you?" If the individual needs directions, information or a vehicle pass, direct them to the visitor center, if one is available. During random or 100% I.D. checks or if a vehicle approaches without an entry credential displayed, the entry controller will extend their waving hand straight out towards the vehicle, with the palm of their hand facing the vehicle. Once the vehicle is stopped, the entry controller will ask for entry credentials by saying, "Sir/Ma'am, may I see your I.D. card?" The IEC will physically handle the identification card while in the "interviewing stance." The IEC will compare the picture on the credential, e.g. DD Form 2, Geneva Convention Identification Card, DD Form 1173, Uniform Services Identification and Privilege Card, AF Form 354, Civilian Identification Card, etc., to the individual and check the card for the required hologram symbols. The IEC will then check the expiration date and look at the back of the card to ensure the credential is valid. If there are other personnel present in the vehicle, the IEC will ask the individual if they vouch for all others. NOTE: Installations and MAJ-COMS may implement stricter 100% I.D check criteria as necessary based on random antiterror-ism measures (RAMs), increased FPCONs, etc. Once the appropriate entry credentials are recognized, the entry controller will verbally allow the vehicle to proceed. This is done by saying, "thank-you sir/ma'am, you may proceed." If the individual is identified as an officer, the entry controller, after checking the credentials/I.D. card, will assume the position of attention and render a salute.

3.1.3.3. When waving two lanes of traffic, entry controllers will position themselves in the center of traffic if a raised platform/protective barrier exists. Entry controllers may stand in the centerline between traffic lanes if the chief of security forces feels it is safe to do so. The entry controller will stand facing traffic, at the modified parade rest position. If no permanent structure exists for entry controllers to use, e.g. concrete, elevated stands, the entry controller will wear a reflective vest and place a traffic cone in front of themselves to help drivers recognize them. Entry controllers will direct traffic as depicted in paragraph **3.1.3.2.** Entry controllers, instead of using both arms, will keep their strong hand behind their weapons and turn their head to make eye contact with vehicle operators.

3.1.4. Selection and Training. The foundation for a successful IEC program is solid training. IECs should be highly motivated, articulate individuals who display a professional image. Initial training should emphasize the ability to communicate with the public and professionalism. Establish a training and knowledge enrichment program building on that normally received by security forces personnel performing IEC duties. This training should include, but is not limited to, courtesies, human relations, dealing with the public, dress and appearance and a comprehensive knowledge of the installation lay-out.

3.1.5. Installation Entry Controller Uniforms. The wear of the military uniform reflects the individual's pride and attitude towards the Air Force, the unit and themselves. The standard uniform for entry controllers will be short sleeve blue shirt, blue trousers, white ascot (MAJCOM emblem may be worn on the ascot only), SF beret and leather black boots with white laces. When BDUs are worn, they will be pressed and black boots will be highly shined. MAJCOM and installation supplements may specify which uniform will be worn based on the climatic conditions of their installations. The proper wear of these uniforms projects a professional military image and provides for that "all important" first

impression. Regardless of how many installation entry control points are manned, all IECs will wear the same uniform unless the entry control point is open less than six hours per day. If an installation gate is open six hours or less per day, the IEC will wear the standard uniform worn by personnel on other law enforcement posts.

3.1.6. Antiterrorism. IECs are the first line of security for a military installation. The threats by terrorists are often predicated on surveillance and preparations by potential terrorist groups. IECs should be vigilant and be on the look out for tests of security and surveillance by the terrorist entities.

   3.1.6.1. If an IEC sees any anomaly, (Refer to **2.4.1.**) they should obtain as much descriptive data as possible. This includes vehicle license plates, description and unusual stickers. The IEC should also look for description of the individual. When looking for characteristics look for things that are difficult to alter, such as height, eye shape and scars and distinguishing marks.

   3.1.6.2. These test could include vehicles pulling into a base and attempting to elicit information about the base, individual taking photographs, and/or drawing the installation.

3.2. Post Reporting . Security forces members report the status of their post to the senior person conducting the post check or visit. For post reporting procedures refer to AFMAN 31-201, Vol 1.

3.3. Installation Entry Point Checks Defined . Per DoD 5200.8-R, *Physical Security Program*, May 1991, Air Force installation commanders have responsibility for protecting personnel and property under their jurisdiction and maintaining order on installations. A key part of that responsibility is the requirement to prescribe procedures for inspecting persons, their property and vehicles at entry and exit points of installations. The question of whether a vehicle examination is an inspection or a search is a legal determination based upon evaluation of the facts and circumstances surrounding the examination in light of statutory provisions, evidentiary rules (e.g., Military Rules of Evidence 313-315), and controlling judicial decisions. In this manual, we avoid use of the term "inspection," substituting the term "installation entry point check." An installation entry point check is the examination of a vehicle without the foundation for a search. Installation commanders may direct or establish procedures for installation entry point checks of randomly selected vehicles entering or leaving an installation under their jurisdiction whether the owner or operator is military or civilian. These random checks are not based upon probable cause to believe the vehicle/pedestrian contains property subject to search, but are based on the commander's authority to protect the security of his/her installation, to protect government property and to prevent theft. The security forces at the installation entry point are acting, not in a law enforcement capacity, but as sentinels safeguarding a military installation and protecting government property while preventing theft. In foreign countries, follow the provisions of international agreements.

   3.3.1. To use results of installation entry point checks in military justice actions, it is essential security forces have no involvement in determining which vehicles to check. The installation commander or his/her designee as outlined in AFI 31-101, *The Air Force Installation Security Program*, determines the selection of vehicles on a random basis. They may use an impersonal computer generated product formula, such as every other vehicle, every tenth vehicle, every fifth passenger car and every van and truck. The number and frequency of the vehicles checked does not affect their randomness. Thus, a check is random even if it includes every vehicle that enters or leaves the installation during a selected period. Do not use random checks as a ploy to check the vehicle of a particular suspect. Such action is illegal and may subject the involved security forces members to criminal penalties. It is recommended

a computerized generated product be used to randomly select times and places for installation entry checks.

3.3.2. The rule against security forces selecting vehicles to check does not preclude authorizing installation entry controllers to discontinue checking when circumstance warrant (e.g., there is a serious traffic jam, an accident or other circumstances which make continued checking unsafe or impractical). However, once discontinued, the checks should not be restarted. Indicate in the blotter the reason for stopping the checks. If the checks do not begin on time due to operational limitations, do not begin the checks late. Annotate in the blotter the reason checks were not conducted. The cancellation of vehicle checks will be authorized by the flight commander or flight chief.

> 3.3.2.1. Other circumstances to discontinue a check may be when an AFOSI agent advises that the government or civilian vehicle selected for a inspection is in the middle of an operation. See **3.3.3.5.**

3.3.3. Procedures for Installation Entry Point Vehicle Checks. Normally, at least two security forces members are present to conduct entry point checks. Before starting an entry point check, ask the vehicle operator if they consent to a check of their vehicle and its contents. If the vehicle operator consents, instruct the driver to turn off the engine and direct all other occupants to exit the vehicle. When the passengers have exited, ask the driver to open the center console, glove compartment, hood and open the trunk and any other locked compartments. If permission is refused, advise the person in control of the vehicle that refusal to permit the examination may result in the loss of base driving privileges, revocation of base registration, barment from the base or other actions. If permission is still refused, take action, as appropriate, outlined below. Additionally, request from the vehicle operator evidence of a valid driver's license, state vehicle registration and proof of vehicle insurance.

> 3.3.3.1. Vehicles Entering the Base. If under civilian control, ask the driver or owner for identification and advise all occupants they cannot enter the base unless the vehicle is examined. Handle vehicles under the control of a military member in the same manner or, subject to applicable policies, the vehicle may be examined using reasonable force, if necessary. Make a walk-around examination of the vehicle. The security force member may discover evidence to use as a foundation for a search. The SJA should be consulted if in doubt as to the extent of force authorized.

> 3.3.3.2. Vehicles Leaving the Base. Document driver and vehicle identification for subsequent action. Make a walk-around examination of the vehicle. The security forces member may discover evidence to use as a foundation for a search (e.g., contraband or government property in plain view). If there is no probable cause for a search, but action is deemed necessary to protect operations, property or ensure safety; then order the occupants to dismount and open locked compartments of the vehicle. Advise them this order is based upon the authority of the installation commander. If this order is not complied with, take immediate steps to report the matter to the installation commander or to a senior officer delegated this authority. The commander or his/her designee will determine what option to use to open and examine the vehicle and its compartments.

> 3.3.3.3. If contraband is discovered during the course of examining a vehicle at an entry point check, immediately stop the search and apprehend/detain the person involved. When civilians are detained, summon civilian police immediately, if applicable. Additionally, if any items of contraband, such as unregistered weapons or explosives are found, AFOSI should be contacted and briefed.

3.3.3.4. Entry point checks of persons and vehicles entering/exiting a military installation are allowed without permission in accordance with random procedures identified in paragraph **3.3.1.** However, the long-range deterrent value of entry point checks, as well as security forces community relations, dictates a general rule to apply the same policy to both military and civilians. Use of force to examine vehicles under either military or civilian control requires discretion in each instance to determine whether this action is warranted by the circumstances.

3.3.3.5. AFOSI agents often utilize civilian clothes and civilian vehicles while working. Their job can also entail development of human sources/informants. Situations may require OSI agents to bring these individuals on base without going through the normal entry procedures. While on official business AFOSI Badge and Credentials will be acceptable identification and acceptable for entry onto an installation and into a controlled area if necessary. Those individuals sponsored by the OSI agent will be permitted onto the base without having to provide identification. If an SF member believes an OSI agent is abusing this privilege, he will report this to his flight chief and this will be addressed between the AFOSI and SF senior leadership. The AFOSI agent is not to be impeded or detained while the matter is resolved but is to be authorized onto the installation or into the controlled area without delay.

3.3.4. Installation Entry Point Checks of Pedestrians. The policies and procedures covering vehicles also apply to pedestrians entering or leaving the base. In view of the limited capability of pedestrians to conceal and transport property (when compared to vehicles) and the limited facilities for examination of persons at installation entry points, pedestrian checks may be excluded from entry point checks. However, if the local situation dictates, personnel may be subjected to these examinations. Unless probable cause exists for a search, limit checks to examination of hand-carried parcels and exterior garments removed from the individual. Always remember safety when conducting entry point checks.

3.3.5. Military Working Dog Teams. Whenever possible, use military working dog teams to enhance installation entry point checks.

3.4. Vehicle Searches .

3.4.1. Conduct vehicle searches entering or exiting the base separate from base entry/exit checks referred to in paragraph **3.3.** A search is a law enforcement action based on probable cause. Probable cause is defined as evidence that would lead a reasonable person to believe the following to be true:

3.4.1.1. A specific offense has occurred.

3.4.1.2. A certain person committed the offense.

3.4.1.3. The weapons, fruits or instruments of the offense are in a specific place. For this chapter, probable cause will focus on a vehicle or a person in a vehicle that may have the means, proceeds or profit of criminal activity. A search requires security forces follow precise, legal steps. The staff judge advocate provides guidance on search issues. When occasions arise which call for a search, security forces personnel should ask the owner/driver courteously for permission (establishing consent) to search. Consent is preferred even if formal authorization to search is already at hand. If the subject will not voluntarily permit the search, request a search on formal authority from the installation commander or designated magistrate. The installation commander has limited authority to delegate his/her power to authorize a search. Security forces members need to know the

local procedures for when and whom to contact for authority to search. Accomplish an AF Form 52, Evidence Tag, on all evidence seized.

3.4.1.4. If the installation commander is informed of probable cause giving him/her a reason to believe government property or contraband is contained in the vehicle, he/she may authorize forcing open locked compartments. When circumstances permit, the installation commander should first consult with the SJA.

3.4.2. In foreign countries, subject to theater policies and applicable international agreements, commanders may adopt programs for the search of persons and vehicles entering and exiting installations without probable cause. These searches are authorized to prevent introduction of contraband and dangerous objects and materials to the installation and for protection of government property. They are limited to searches of persons, objects in their possession and vehicles and their contents. Consult the SJA when adopting these programs.

3.4.3. Rationale for the Search. The reasonableness and thoroughness of a search is determined by the size of the object searched for (e.g., one could hide a bag of narcotics almost anywhere in a vehicle, but not a 27-inch television). If a security forces member states they are searching for a television, the search ends when one is found. Should the security forces member continue to search after finding the object or they look in illogical areas (e.g., the glove box for the TV), they are conducting an illegal search. The search has then turned into what is commonly called a "fishing expedition" (e.g., security forces are looking for other things or simply trying to find contraband to justify the search). The results of an illegal search are inadmissible in court. Additionally, the judge will throw the charge out, may set the suspect free, and the security forces member may be charged under the UCMJ (e.g. dereliction of duty, or obstruction of justice.) .

3.4.3.1. The Simple Search. Once permission to search is granted, have all passengers exit the vehicle, have the driver open all compartments (e.g., center console, glove box, trunk, hood), move the driver and passengers away from the vehicle and begin a systematic search. Throughout this procedure remain cautious for weapons. Do not bounce around from one area of the vehicle to another without completely searching the first or preceding area. Consider this example when searching for handguns or other small items: have an assisting patrol person start at the front of the vehicle and search counterclockwise, top to bottom around the outside/underside of the vehicle. Then, and only after completing the exterior, move to the interior. The same systematic process applies; top to bottom, front to rear. Check the headliner, dash, front seat, rear seat and in every place one could conceal the article. Treat the interior of the trunk and under the hood as a third and fourth phase of the search, identical in process to the first two phases.

3.4.3.2. The Complete Search. An investigation for narcotics hidden in a vehicle is one situation requiring a complete search. Usually AFOSI handles such a search. An effective complete search may require dismantling the vehicle. In this case, security forces personnel are assigned to secure the scene until AFOSI takes the potential crime scene. Security forces may assist AFOSI, if requested.

3.4.3.3. Search Incident to Apprehension. A search can be conducted by search incident to apprehension without obtaining search authority. In these instances, the search includes the immediate area over which the apprehended/detained person exercises control. When conducting a search incident to apprehension, you should immediately conduct the search.

Chapter 4

INSTALLATION PATROL DUTIES

4.1. Patrol Purpose . Security forces patrol to provide protection for Air Force personnel and resources. Primary duties as a security forces patrol include: protecting personnel and property, preventing pilferage, supervising road traffic, enforcing traffic laws and regulations, maintaining good order, furnishing information and directions, community policing, performing escorts and building checks. Although these duties occur day-to-day and may appear routine, they must not be accomplished in a haphazard manner. Personnel performing patrol duties must be constantly alert, as there will normally be little or no warning when an emergency occurs.

4.1.1. All Air Force installations have a different number of patrols assigned depending upon the size of the installation; however, each base will have at least one 24-hour patrol. The patrols will be linked with each other and the security forces control center by an intrabase radio communications network. If more than one patrol exists on a base, the area of responsibility will be clearly defined and adhered to so as to ensure adequate coverage of the base without redundancy.

4.1.2. Response time limits for patrols vary according to the type of patrol and resources being protected.

4.2. Patrol Safety. Security forces members have the greatest amount of contact with the public in an uncontrolled environment while on patrol. Security forces have been victimized by disregard for their own safety in this environment. Air Force installations have less violence per capita than society at large. This circumstance creates careless duty behaviors that demonstrate lax attitudes such as, "It can't happen here," or "It can't happen to me." Sadly, both of these perspectives are wrong. Fatal incidents involving security forces validate the testament that, in reality, Air Force installations are mere microcosms of an increasing violent society. Security forces law enforcement duties place security forces members on the front line against violence. Security forces controllers should evaluate responses and dispatch back-up patrols as needed. For security forces, safety is as paramount as it is for our civilian counterparts. Often times there is little warning before an emergency, crisis or attack occurs. Always remain alert for the unexpected.

4.3. Types of Patrols . The use of a specific type of patrol is tailored to the needs of the installation. Some situations may call for the use of bicycle or walking patrols while others may require motorized patrols. Security forces members may perform any or all of the following types of patrols:

4.3.1. Motorized. This method provides mobility and improves the capability to cover a large area of the installation while carrying equipment and personnel. Effective motorized patrols vary their routes. Do not set a pattern or establish a routine!

4.3.2. Foot and Bicycle. Assign these patrols to smaller areas on the installation or those areas with a higher concentration of resources, population and/or criminal activity. Portable radios link these patrols to the control center and other patrols. Military working dog (MWD) teams may supplement foot patrols. Refer to AFI 31-202, *Military Working Dog Program* and AFMAN 31-219, *Military Working Dog (MWD) Program,* for details on how to best employ military working dog teams.

4.3.3. Reserve. Provide a reserve response capability for emergencies. They may include the flight leader, the Flight Chief, security back-up force or staff personnel.

4.3.4. Special Purpose. These patrols usually combine motorized, foot and bike patrols. Special purpose patrols support unique events (e.g., distinguished visitor conferences, base open house or air shows or unique mission aircraft landings). Other types of patrols that meet special purposes include horse and boat patrols.

4.4. Traffic Patrol . The main purpose of traffic enforcement is to reduce traffic accidents. The goal is to enforce the base traffic code sufficiently to ensure the safe movement of traffic. Use selective enforcement to target areas with a high incidence of traffic code violations. As the focal point for data collection, the Reports and Analysis Section can help pinpoint traffic problem areas. Consider accident and congestion analysis to determine selective patrolling and enforcement efforts. Guardmount briefings should include selective enforcement information to include priorities of offenses, times and places. Remember, selective enforcement does not call for issuing a ticket for each infraction. While the process of selective enforcement does call for the security force member to correct traffic problems, keep in mind the patrol person has the discretion to issue verbal or written warnings to correct violations.

4.5. Traffic Services.

4.5.1. Purpose. The main purpose of traffic law enforcement is to reduce traffic accidents.

4.5.1.1. The base traffic code should be enforced at a level sufficient to ensure the safe and expeditious movement of traffic. Traffic enforcement should be uniform, consistent and based on principles of selective enforcement.

4.5.1.2. Efforts should be directed toward specific violations.

4.5.1.2.1. In specific locations.

4.5.1.2.2. Based primarily on traffic accident experience.

4.5.1.2.3. Instituting programs to educate the public regarding traffic regulations aimed at identifying specific problems. Publish traffic accident statistics and give adequate notice prior to implementing changes in laws or procedures.

4.5.2. Selective Enforcement. Selective enforcement is used throughout the security forces career field. Traffic patrolling should be centered on a selective basis taking accident and congestion experience into consideration. Flight briefings should include selective enforcement information, to include priorities of offenses, times and places. This information will be based on accident experience analysis. A desired enforcement quality and deterrent effect (which is needed) is gained through proper use of selective enforcement and discretionary issuance of violation notices and warnings pursuant to governing directives.

4.5.3. Traffic Violations. Violations will be recorded on DD Form 1408, **Armed Forces Traffic Ticket**, DD Form 1805, **Violation Notice, United States District Court**, or AF Form 3545, **Incident Report**, depending upon local jurisdiction and local operating procedures.

4.5.4. Assist Traffic Engineers. Security forces, when involved in traffic operations, assist traffic engineers by reporting hazardous traffic conditions to the security forces controller. Traffic patrols are in the best position to report:

4.5.4.1. Defects in the roadway (holes, ruts, or dangerous shoulders).

4.5.4.2. Lack of proper, damaged, terminated, destroyed or visually obstructed traffic control signs or devices.

4.5.4.3. Lack of properly located or malfunctioning mechanical traffic control devices and lighting systems.

4.5.4.4. Natural or man-caused obstructions (fallen trees and rocks, litter, shrubbery, stalled vehicles and electrical wires).

4.5.4.5. A street that needs a new lane pavement stripe to allow smooth traffic flow and prevent accidents.

4.6. Assistance to Motorists.

4.6.1. Motorist Services. Because of the overall danger to the stranded motorist, security forces are expected to offer reasonable help at all times to a motorist who appears to be in need of aid (when in doubt, stop and offer). This should apply at all hours of the day, but particularly during the hours of darkness when hazards are the greatest. Security forces members may be asked to:

4.6.1.1. Get emergency fuel.

4.6.1.2. Get roadside service for a breakdown.

4.6.1.3. Give information and directions.

4.6.1.4. Give first aid and/or medical assistance.

4.6.1.5. Report hazardous conditions.

4.6.1.6. Provide an escort. (Emergency vehicles, particularly ambulances, should not be escorted - except when the driver of the emergency vehicle is not familiar with his/her destination.)

4.6.2. Disabled Vehicle Assistance. To prevent the appearance of preferential treatment to commercial organizations, the motorist should choose the organization to provide wrecker or roadside service or ambulance service. If the question arises, caution the motorist, the Air Force is not obligated to give towing services or pay for towing and storage costs. Do not use the patrol vehicle to push or pull any vehicle for the purpose of getting it started. In addition, the patrol vehicle will not be used to "jump start" any vehicle. Security forces members may (using discretion) transport stranded motorists to the nearest on-base location where assistance can be obtained.

4.7. Use of Emergency Equipment . Use emergency equipment only when directed by a supervisor, by the nature of the dispatched assignment or when appropriate (based on the situation). Remember, the use of emergency equipment is not justification for unsafe driving.

4.7.1. Emergency (Red/Blue) Lights.

4.7.1.1. This equipment is used to signal other users of the traffic-way that emergency conditions exist and the right-of-way should be relinquished to the patrol vehicle. The light is used to signal violators to drive to the extreme right of the roadway and stop. If both the security forces and violator's vehicles are parked off the roadway and the patrol person and/or violator can stand or walk between the traffic side of their vehicles and the roadway, any emergency signal which exhibits light to the rear of the patrol vehicle shall be extinguished in order to reduce the accident potential

created by its distracting effect on approaching drivers and to minimize attracting curiosity seekers to the scene.

4.7.1.2. Security forces members cannot safely assume the light will be sufficient to assure the right-of-way, even though in most jurisdictions, laws exist giving the right-of-way to emergency vehicles when emergency conditions exist. Emergency lights may be used in the following circumstances:

4.7.1.2.1. When stopping traffic violators, although sometimes it may be necessary to use the lights and the siren to stop a violator.

4.7.1.2.2. When assisting motorists parked/stopped in hazardous locations.

4.7.1.2.3. When the patrol vehicle is parked/stopped on the roadway.

4.7.1.3. Security forces members are responsible for any injuries or damage sustained as a result of security forces members driving behavior, which reflects a disregard for the safety of others.

4.7.2. Siren.

4.7.2.1. The siren is frequently used simultaneously with the emergency lights. Use extreme caution when using the siren. The siren may have a startling effect on other drivers on the road, resulting in erratic and unpredictable driving behavior. Security forces members should be discreet in the use of the siren as it frequently complicates traffic problems. Under extreme conditions, such as pursuit at high speeds, the siren should be actuated continuously.

4.7.2.2. The siren should also be used to signal violators to drive to the right of the road when other means of attracting the violator's attention have failed.

4.7.2.3. Security forces members should use the siren based on existing traffic and roadway conditions and the urgency of early arrival. For instance, in traveling to the scene of an emergency, the siren should be used at intersections to alert traffic, but is sometimes not essential in areas where access to the traffic-way is limited and other traffic is minimal.

4.7.3. Emergency Lights and Siren. Emergency lights and siren in combination shall be used in the following circumstances:

4.7.3.1. Pursuit situations.

4.7.3.2. When responding to an emergency.

4.7.3.3. If necessary, to violate traffic regulations when responding to a crime in progress.

4.7.4. Spotlight.

4.7.4.1. The spotlight should be used to aid patrol persons when hazardous conditions exist in dealing with known or suspected felons. For example, following a traffic stop of a known felon, the spotlight should be used to illuminate the interior of the violator's car so all occupants are kept within view and at a distinct disadvantage when looking back toward the patrol vehicle and patrol person. In this situation, security forces members should exercise care in remaining behind the spotlight so he/she is not at the same disadvantage and silhouetted by the light.

4.7.4.2. The spotlight should not be used to signal violators to stop due to the possibility of temporarily blinding the violator and other drivers from the glare created by the spotlight.

4.7.5. Public Address System.

4.7.5.1. The public address system is particularly valuable when stopping a traffic violator. The desired actions of the violator can be directed from a safe distance, minimizing hazards to the security forces member.

4.7.5.2. The public address system is also valuable in directing persons when unusual conditions exist, such as when a street is temporarily obstructed, alerting pedestrians to hazardous conditions or elements and communicating with other persons concerned with relieving the emergency conditions.

4.7.6. Response Procedures. The patrol is usually the first authoritative official to arrive on the scene of an incident. There are many incidents to which a patrol may be directed to respond. The patrol person must be thoroughly knowledgeable in correct response procedures.

4.7.6.1. General Information. In response to any incident, the patrol must ensure its safe arrival in order to perform the duties assigned. The patrol will then preserve the scene and maintain communications with the security forces controller and other patrols, giving information on the status of the incident.

4.7.6.1.1. Upon initial response to an incident, ensure the patrol vehicle is properly parked. Avoid parking the vehicle where it may block emergency services responding to the incident. Additionally, if there is a chance the fire department or an ambulance may be needed, do not block their entrance to the scene.

4.7.6.1.2. Upon arrival, ensure the safety of the scene to preclude further injury or accident. After arrival, the patrol will attend to the injured, if any, and preserve the scene for evidence.

4.7.6.1.3. The control center and other patrols should be kept current on the status of the situation.

4.7.6.1.4. Witnesses at the scene will be identified and asked to remain for interviews.

4.8. Rules for Pursuit Driving . When engaged in pursuit driving, the patrol person must remember that the sooner the subject is stopped or apprehended, the less chance there is for an accident to happen. Remember the patrol must not endanger the public as a result of driving techniques used in pursuit. For nuclear and chemical resource recovery operations pursuit driving is exempt from the provisions of this section.

4.8.1. Pursuit at high speed is justified only when security forces members know, or have reasonable grounds to believe, the violator has committed or attempted to commit a major offense. A major offense is one that involves an action or threatened attack which security forces members have reasonable cause to believe could result or has resulted in death or serious bodily injury; e.g., aggravated assault, armed robbery, burglary or arson of an occupied building.

4.8.2. If necessary, and within local constraints, security forces patrols are permitted to use pursuit driving at moderate speeds to apprehend motor vehicle operators who have committed traffic violations, minor offenses or felonies not previously addressed.

4.8.3. At no time will security forces use pursuit driving at speeds that will endanger the public or contribute to the loss of control of the vehicle.

4.8.4. The responsibility for making the decision to pursue an offender and method used rests with the individual security forces patrol. However, if a pursuit is initiated, the on-duty flight commander/ser-

geant will monitor and may terminate the pursuit at anytime if he/she feels it is in the best interest of safety. If pursuit driving is determined to be necessary, the following factors must be considered:

4.8.4.1. The degree of danger to the public.

4.8.4.2. Experience and training of the pursuit vehicle's operator.

4.8.4.3. Weather and road conditions.

4.8.4.4. Pursuit vehicle characteristics.

4.8.4.5. Present and potential roadway obstacles.

4.8.4.6. Facilities located along the pursuit route (e.g., schools, hospital, shopping centers, etc.).

4.8.4.7. Dangerous or potentially dangerous intersections along the pursuit route.

4.8.5. Pursuit driving.

4.8.5.1. Using Emergency Lights and Siren. When the driver of a pursuit vehicle increases his/her speed or drives in such a manner as to endanger the safety of others, patrol persons should turn on the siren and emergency lights and continuously use both throughout the pursuit. The warning effect of the siren will decrease rapidly as the speed of the pursuit vehicle increases.

4.8.5.2. Radio Procedures.

4.8.5.2.1. Information. When the pursuit begins, call the security forces controller and relay the following information:

4.8.5.2.1.1. Location, direction and speed of travel (update continuously).

4.8.5.2.1.2. Exact reason for pursuit.

4.8.5.2.1.3. Vehicle description to include license number and number of occupants.

4.8.5.2.1.4. Traffic conditions.

4.8.5.2.1.5. Other details that would enable other patrols in the area, as well as the security forces controller, to assist.

4.8.5.2.2. Use the radio sparingly and keep the frequency open for the security forces controller and other units to assist. In the case of a two-person patrol, the rider conducts the radio communications.

4.8.5.2.3. While transmitting information to the security forces controller or other units, speak as normally and as coherently as possible—do not shout.

4.8.5.2.4. When finished, be sure to place the microphone on its hook if this can be accomplished safely.

4.8.5.2.5. Passengers. If carrying other personnel in the car such as prisoners, witnesses or suspects, do not become engaged in a pursuit. Personnel involved in "ride-along" programs must be dropped off at a "safe-haven" prior to becoming involved in a pursuit.

4.8.5.3. Assistance.

4.8.5.3.1. Patrols responding to assist in the pursuit should concentrate on covering the streets parallel to the one the pursuit is on, thus creating a "boxing in" effect that may discourage the violator from continuing his/her flight.

4.8.5.3.2. This technique is also advantageous in the event the violator is able to get away from the immediate pursuit vehicle or in case the violator abandons his/her vehicle to flee on foot. If the violator should abandon his/her vehicle and flee on foot:

4.8.5.3.2.1. Remove the patrol vehicle ignition keys.

4.8.5.3.2.2. Quickly check the violator's vehicle for occupants who may have hidden in it.

4.8.5.3.2.3. To the fullest extent possible, give location, a description of the car and its occupants, as well as the suspects direction of travel to the security forces controller.

4.8.5.4. Maintaining a Safe Distance. During pursuit, a safe distance (five to seven car lengths) should be kept between both cars, enabling you to duplicate any sudden turns and lessen the possibility of a collision in the event of a sudden stop.

4.8.5.5. Safety Belts. The use of safety belts in the patrol vehicle is mandatory. Likewise, clipboards, flashlight and other loose objects lying in the car can become projectiles during a sudden stop so keep them safely secured.

4.8.5.6. Potentially Dangerous Situations.

4.8.5.6.1. Because of the potential dangers involved, security forces personnel should not pull alongside a fleeing motorist in an attempt to force the subject into a ditch, curb, parked car or other obstacle.

4.8.5.6.2. Never pass a violator while in pursuit. The danger of an accident is increased and the opportunity for escape becomes greater through quick application of the brakes and a sudden turn by the violator.

4.8.5.6.3. To avoid being apprehended, many motorists take dangerous chances. Regardless of the extenuating circumstances, you should not duplicate any hazardous maneuvers.

4.8.5.6.4. In the apprehension of traffic offenders and other violators, a patrol must be sensitive to safety. This means you must operate the vehicle in a manner that shows consideration for:

4.8.5.6.4.1. The patrol person's safety.

4.8.5.6.4.2. The safety of the violator whom you seek to apprehend.

4.8.5.6.4.3. Above all, ensure the safety of others who may be using the roadway.

4.8.5.6.5. Security forces personnel must recognize and accept the fact that one will not be able to successfully apprehend every perpetrator who flees from them.

4.8.5.7. Use of Firearms. Refer to AFI 31-207, *Arming and Use of Force by Air Force Personnel* and local policy.

4.8.5.8. Use of Roadblocks. Because of the extreme and obvious dangers inherent in the use of roadblocks in pursuit situations, it is the policy of the Air Force that setting up roadblocks for the purpose of apprehending wanted suspects must not be used when it is apparent that innocent persons would be endangered.

4.8.5.9. Terminating a Pursuit.

4.8.5.9.1. Security forces personnel must use their best judgment in evaluating the chase and continuously appraise it in deciding whether to continue the pursuit. Never let a personal challenge enter into the decision. The patrol should be aware the decision to abandon pursuit is, under certain circumstances, the most intelligent and most professional course of action. Stop any chase when the hazards of exposing the security forces member or the public to unnecessary dangers are high, or the environmental conditions show the futility of continued pursuit.

4.8.5.9.2. It is difficult to describe exactly how a fleeing motorist could or should be apprehended, except it must be done legally and safely. It is also difficult to list any particular traffic regulations personnel could or should not disregard. Likewise, one cannot set a safe, maximum pursuit speed or designate the limit of the number of patrol vehicles involved. Security forces members must use their own judgment, their training and overall experience and guidelines in this publication and apply them collectively to the existing circumstances.

4.9. Transporting Personnel . The safety of the security forces member must be ensured when transporting persons in custody. See AFMAN 31-222, *Security Forces Use of Force Manual,* for transporting and handcuffing information.

4.10. Response Procedures . The law enforcement patrol is usually the first authoritative official to arrive at the scene of an incident. There are many types of incidents security forces manage. Regardless of the type of emergency, operate the vehicle with extreme caution. Driving under emergency conditions does not relieve drivers from the responsibility to drive with due regard for safety of all persons, nor will these provisions protect the driver from consequences of his/her disregard for the safety of others. Respond to an incident as Code 1 (Routine), Code 2 (Urgent) or Code 3 (Emergency). Most often the security forces controller will direct the response code. However, situations will occur requiring the security forces member to make the proper response decision.

4.10.1. Response Codes. When a call is assigned Code 1, respond by observing all applicable traffic laws. Never use emergency lights or siren for any routine call. If the operator becomes aware of circumstances unknown to the dispatching agency, the vehicle operator may upgrade the response to Code 2 or Code 3. A call requiring an immediate response to a non-life-threatening emergency is normally assigned a Code 2 or "urgent" priority. Respond by observing all applicable traffic laws. Use emergency lights for all urgent calls. Sirens are not authorized. A call requiring an immediate response to a life-threatening emergency or in response to an emergency involving Air Force priority resources is normally assigned an "emergency" or Code 3 priority. The use of emergency lights and siren is normally mandatory; however, use common sense when approaching the scene of the emergency. If the emergency lights and siren put security forces, victims or bystanders in peril, turn them off at a safe distance from the scene. Although not designed as a response code, SF controllers use the term Code 4 to notify SF members of outstanding wants and warrants on a specific person or vehicle.

4.10.2. Arriving at the Scene. When responding to any incident, the patrol person should mentally prepare him/herself to perform the necessary duties. The primary functions at the scene are to preserve the scene, help victims and maintain communications with the security forces controller and other patrols. Upon arrival at an incident, ensure the patrol vehicle is properly parked. Avoid having the patrol vehicle blocked by debris, other vehicles or on-scene obstructions. There may be additional units (fire or ambulance) enroute, thus, do not block the entrance to the scene. Once the scene is secured:

4.10.2.1. Assess the situation.

4.10.2.2. Neutralize hostile situations.

4.10.2.3. Attend to any injured.

4.10.2.4. Keep the control center and other patrols informed of the status of the situation.

4.10.2.5. Identify backup requirements (security forces, fire, and ambulance).

4.10.2.6. Identify witnesses and advise them to remain at the scene for interviews.

4.10.2.7. Protect and process the crime or accident scene.

4.11. Funds Escort Procedures . See AFI 31-101, *The Air Force Installation Security Program,* chapter 25 for guidance.

4.12. Arming Escorts . The commander bases his/her decision to arm escorts based on the local criminal threat. Give specific consideration to the threat, time of day, route of travel, amount of funds and backup response/MWD units available. Those personnel armed for the purpose of escorting funds must comply with AFI 31- 207, *Arming and Use of Force by Air Force Personnel.*

4.13. Escorts and Fund Carriers . The Installation Security Plan (ISP) will establish procedures to detail the manner in which escorts and fund carriers operate both on and off base. These procedures should cover the positioning of the escort with relation to the fund carrier while in vehicles or on foot and the action(s) to take in the event of robbery.

4.14. Escort Procedures . The ISC, in concert with the installation Chief of Security Forces, will establish government fund escort procedures. Formalize (document) these procedures in the installation security plan. Tailor the procedures to the local threat, but address the following topics in complete detail:

4.14.1. Fund Activity Process:

4.14.1.1. Frequent daytime deposits to prevent large cash build-ups.

4.14.1.2. Vary deposit times.

4.14.1.3. Address fund storage limits.

4.14.1.4. Particularly address those activities that repeatedly exceed fund storage limits and routinely make deposits at closing as this type of steady routine creates an easy opportunity for theft.

4.14.1.5. Alternative procedures should security forces be unable to provide the required escort (e.g., contract armored car service)

4.14.2. Fund courier procedures:

4.14.2.1. Establish identification and duress procedures with security forces in advance of fund movement.

4.14.2.2. Drive a separate vehicle--vary route, time of day and, if possible, approach to depository.

4.14.2.3. Understand security forces role--security forces do not:

4.14.2.3.1. Carry funds containers.

4.14.2.3.2. Provide transportation.

4.14.2.3.3. Have access to funds.

4.14.2.4. Establish procedures for off base movement of funds (coordinate with security forces, civil law enforcement, off base depository)--RECOMMEND armored car service.

4.14.3. Security forces procedures:

4.14.3.1. Whenever possible, augment high value escorts with one armed patrol or one MWD patrol, as determined locally by the ISC.

4.14.3.2. Mark escort vehicles with all emergency equipment (lights, siren, PA system, land-mobile radio, spotlight). Use the following guidelines:

4.14.3.2.1. Obey traffic codes.

4.14.3.2.2. Use lightbar and siren only for emergencies.

4.14.3.2.3. Follow courier vehicle in a manner to preclude association with being stopped, or trapped together while maintaining constant visual observation (often this is nothing more than prudent vehicle separation for the posted speed limit).

4.14.4. Define communications procedures:

4.14.4.1. Coordinate escort itinerary (time and place of departure, route, destination and estimated time of arrival) off net--recommend in person with security forces controller.

4.14.4.2. Security checks (required at start, periodic and upon successful completion of the deposit).

4.14.4.3. Duress alternatives.

4.14.4.4. Comm-out (loss of communications with a high value escort should result in anti-robbery procedures initiation until status of escort can be determined).

4.14.5. Develop backup emergency response procedures.

4.14.6. Conduct periodic Resource Protection (RP) Survey.

4.14.6.1. Critically analyze physical security measures afforded the depository (lighting, access/visibility, egress/ingress routes, structure and surrounding structure suitability, cover and concealment locations).

4.14.6.2. Develop and coordinate compensatory measures for deficiencies up and down the chain (e.g., RP monitor to operations to flight personnel and RP monitor to the Chief of Security Forces to the ISC).

4.14.6.3. Elevate and send deficiencies promptly to the ISC.

4.14.7. Empower patrols:

4.14.7.1. Encourage patrols to report deficiencies and recommend countermeasures.

4.14.7.2. Act on those recommendations.

4.14.7.3. Reward good ideas.

4.15. Building Checks. One of the security forces responsibilities under the Installation Security Program is to make security checks of buildings, repositories and other areas. Conducting building checks is an excellent form of proactive crime prevention. Building checks offer:

4.15.1. Visibility of security forces, on patrol, to the Air Force community.

4.15.2. A public relations opportunity to meet workers in their environment and provide them assurance their professional property will be protected when they are away from their duty station.

4.15.3. Keeps vandals and would-be thieves at bay--uncertain as to when and where security forces patrols might arrive.

4.15.4. Provides law enforcement patrols an opportunity to learn building layouts, likely avenues of approach/escape, safe and efficient response routes. This benefit applies not only to non-duty hours, but will improve response capabilities and enhance "officer safety" when answering calls for assistance during duty hours.

4.15.5. Some of the facilities security forces members check house funds, weapons, munitions, classified material and drugs. Patrol persons may also have to check supply points and areas with high-theft or high-value equipment. Be familiar with the kind of work performed in each facility, potential hazards of stored materials (if any), and the exact location of resources in the building. Take time to learn as much as possible about the facility. Meet the building custodian and discuss his/her concerns--this information may be extremely valuable during an incident at the facility. Responding to a crime in progress is not the time to learn about a building.

4.16. Building Check Procedure . Each unit normally has a locally produced building check sheet that lists the facilities and areas security forces check. At a minimum, the checksheet should include annotating the time the patrol person checked the structure and the results of the security check.

4.16.1. Personnel may check the same buildings and areas each day, so it is important that security forces personnel do not set a predictable pattern. Try approaching from a different direction each time and do not check the same structures at the same time each day. If the routes and times are predictable, someone can easily avoid being caught in the act of breaking in or burglarizing. As patrol persons approach, be alert for suspicious vehicles or activity. Notify the security forces controller when the patrol arrives, before start of the security check and once checks are completed.

4.16.2. As patrol persons approach the building, try to stay out of well-lit areas and stay alert for suspicious activity. Fire escapes, rooftops and buildings constructed off the ground on stilts provide a perfect hiding place for an intruder to gain access to a building. When conducting building checks, look for obvious signs of forced entry such as broken windows, pry marks or open doors. Physically check all entrances to the building that the security forces member can reach. Try to open doors and windows (within reason) and turn door handles. For places not within reach, look closely for signs of forced entry. When possible, also look inside the building through the windows. Again, try not to establish a routine or pattern for checking buildings—be unpredictable and this will increase chances of catching someone in the act of breaking and entering.

4.16.3. If a security forces member finds an open window, broken window or any sign of forced entry, take cover immediately from a position where the facility can be observed. Once in a covered position, contact the security forces control center. Inform the controller of the incident, building number, patrol person's location and any other important facts. The security forces controller will dispatch backup patrols and contact the building custodian. Do not enter the building until backup patrols

arrive. Once back up arrives, coordinate a plan of action with the on-scene patrols and the controller. If available, use military working dog (MWD) teams to search and clear an unsecured building. Normally, security forces do not enter the building until the building custodian is on the scene. Once the custodian arrives, security forces search the building, apprehend any unauthorized persons and remove them from the area. The building custodian checks to see whether theft or vandalism has taken place or someone merely forgot to secure the building upon completion of the building search.

4.16.3.1. Accomplish AF Form 3545, Incident Report, on all unsecured buildings.

4.17. Building and Area Searches . The same techniques used for searching buildings (with the addition of the grid/strip search) can be used when searching areas.

4.17.1. General Inspection Prior to Search. Before beginning any area search, there are certain steps to take.

4.17.1.1. Make an overall observation of the area to be searched.

4.17.1.2. Consider the size of the area, terrain and the items or personnel being sought.

4.17.1.3. Determine the amount of people needed to conduct a search of the area.

4.17.1.4. Determine the systematic search pattern to use.

4.17.2. Item-to-Item Search. Enter the scene and go to the first apparent item of evidence, visually observe the item, then move to the next closest item. Repeat this process until the room or area has been systematically scrutinized.

4.17.3. Concentric Circle (Spiral) Search. This search is conducted in small outdoor areas when patrol persons believe evidence has been dropped or placed a distance from the crime scene. The search can be done in a counter-clockwise direction, but the clockwise direction is recommended to ensure uniformity. Begin at the crime scene and work outwards. When searching a large area, such as fields or woods, conduct the search in ever-widening circles from a central point.

4.17.4. Zone or Sector Search. If a large area such as an office building or warehouse must be searched, subdivide the scene into sectors. Assign individuals to each designated sector for searching. Start searching the sector or zone in which the incident occurred and work outward. The search should be conducted, not only of the area in which the crime or incident occurred, but also the area beyond the scene, when possible.

4.17.5. Strip and Grid Searches. Strip and grid searches are normally used in large outdoor areas.

4.17.5.1. When using the strip search, divide the area into strips approximately 4 feet wide. The search starts at one end and moves back and forth across the area from one side to the other.

4.17.5.2. By following a strip search with another strip search conducted at right angles to the first, a grid search (sometimes called the double strip search) is performed. It covers the same area twice, helping ensure no areas are missed.

4.18. Crime Scenes . Crime scenes are very fragile and if improperly handled, valuable evidence may be lost or destroyed.

4.18.1. As soon as possible, the scene of a crime must be protected.

4.18.2. Be aware that individuals involved in the crime could still be present at the scene. Witnesses and physical evidence, such as fingerprints, footprints and weapons may all be present.

4.18.3. Preserve the crime scene by keeping it in the same physical condition it was at the time of arrival of the first security forces individual. Do not allow objects to be touched, stains to be walked on or footprints or tire marks to be destroyed. If evidence is disturbed, it could cause the investigator to reach false conclusions about the crime. Disturbed evidence can also cause an investigator to develop false leads that could preclude solving the crime. Do not permit the introduction of unrelated materials such as cigarettes or candy wrappers to a crime scene. Do not allow anyone to use the facilities within the scene such as telephones, toilets or sinks.

4.18.4. When a crime scene is adequately protected, it allows the investigator to review the scene exactly as it was. Continued preservation is necessary to permit the investigation team freedom of movement and to guarantee continued protection against destruction or contamination of evidence by either authorized or unauthorized persons.

4.18.5. Initial actions at a crime scene:

4.18.5.1. After being dispatched to a crime scene, proceed quickly and safely. Observe the area en route to the scene - note any suspicious persons and vehicles fleeing or loitering around the scene. Upon initial arrival at the scene, contact the security forces controller and let him/her know patrols have arrived. Advise the controller of the status on the scene and request medical aid or backup patrols as appropriate. Immediately, after communicating with the controller, take steps to protect the scene. Initial actions should include:

4.18.5.1.1. Recording the date, arrival time and weather conditions.

4.18.5.1.2. Providing first aid and ensuring arrangements are made for medical attention when an injured or deceased person is present. The scene should not be disturbed except to have medical aid given to the injured or to have a physician examine the deceased victim(s). Be aware of any alterations of the scene. Ensure a roster is maintained to determine who has entered and left the scene. This will be valuable at a later time when conducting interviews.

4.18.5.1.3. Apprehending any suspects or offenders at the scene.

4.18.5.1.4. Secure the scene by using security forces (or other responsible persons) to keep curious persons away and to keep witnesses, suspects and victims from disturbing anything if the scene is not completely protected.

4.18.5.1.4.1. If required, redirect traffic to prevent any disturbance of the scene until a complete examination is made. The body of a deceased victim must not be covered until it has been processed for evidence. Covering a body before the examination is properly accomplished may result in the destruction of evidence.

4.18.5.1.4.2. Act immediately to protect items of possible evidentiary value that could be destroyed. Rain, snow or fire are elements that can destroy evidence. A piece of canvas can be used to cover impressions in the earth that are exposed to rain. Personnel can place a wooden or cardboard box over impressions in the snow. A clean, sturdy object/piece of material should be used to prevent cross contamination. Also use something sturdy enough that won't collapse onto the evidence itself. Substances that can melt need to be shielded from the sun or other heat sources. Items such as food and blood should be covered to protect them from contamination.

4.18.5.2. Notify the local AFOSI, if after examining the scene, the incident is beyond the purview of security forces. Follow the requirements listed in the Security Forces/AFOSI Investigative matrix contained in AFI 31-206, *Security Forces Investigations*.

4.18.5.3. Ensure security forces members record the names of people at the scene who may be witnesses and separate them. Also, keep a record of personnel who enter the scene to transport the victim to the hospital. As soon as possible, remove them from the immediate area of the crime or incident.

4.18.5.4. Accomplish preliminary questioning of complainant(s), witness(es) and victim(s) to determine the general extent of the crime or incident. Ensure victims, witnesses and complainants are given the DD Form 2701, **Initial Information for Victims and Witnesses of Crime**. If security forces personnel find they are beginning to suspect someone of actually committing the crime, do not forget to advise personnel of their rights prior to questioning. If you believe AFOSI wil take the lead in the investigation, attempt to separate all witnesses, victims and subjects until AFOSI arrives. Do not continue questioning the individual until AFOSI aggress to the investigative steps. If there is a potential subject identified do not question or interrogate him/her, if at all possible. Do not routinely advise the individual of their rights until AFOSI is briefed on the case. However, if the subject wants to talk and AFOSI has not arrived, advisement of Article 31 or Fifth Amendment rights may be necessary. As in all other instances, Article 31 rights are only required prior to questioning a military member suspected of committing an offense and Miranda warnings for civilians are required if the interrogation takes place in a custodial setting.

4.18.5.5. Document all the names of persons officially present. Only those who are needed to assist the investigator should be present in the immediate vicinity of the scene. If required, ask officials not associated with the scene, but of official capacity, to refrain from disturbing objects at the scene.

Chapter 5

SECURITY FORCES CONTROL CENTER DUTIES

5.1. General Information . Individuals should be selected for their ability to function under stress, communicate effectively with people, learn and think quickly, use their leadership skills and for their maturity. The security forces controller must have the experience and ability to take control and direct flight operations when the need arises.

5.2. Major Geographic Locations on Base .

5.2.1. Prior to being assigned as a security forces controller, an individual should be totally familiar with the geography of the base and the location of all facilities, to include the flight line, if applicable. This knowledge is necessary to perform the tasks required of a security forces controller.

5.2.2. All base vulnerabilities should be identified, e.g., sections of base perimeter not fenced, areas of poor visibility, isolated areas of base perimeter where entry could go undetected, etc. The majority of the vulnerable areas on the base should be identified in applicable local documents, (e.g., an installation security plan).

5.2.3. Problem areas (locations where the crime rate is high or disturbances occur frequently) on a base must be well known to the security forces controller. It is the security forces controller's responsibility to keep abreast of local problems in order to effectively use patrols.

5.3. Contact and Use Local Law Enforcement Agencies When Required .

5.3.1. At each base, there are other law enforcement agencies to call upon should the need arise. It is important to know which agency to call for assistance in each situation. Some local agencies that may be contacted are:

5.3.1.1. Air Force Office of Special Investigations (AFOSI). NOTE: If necessary, AFOSI will notify other agencies such as the Federal Bureau of Investigation (FBI).

5.3.1.2. Local/Host Nation Police.

5.3.1.3. Sheriff's Department.

5.3.1.4. State Police/Highway Patrol.

5.3.2. Prior to contacting other agencies for assistance, the local jurisdiction's restrictions must be determined.

5.3.3. Many means of communicating with civilian agencies are available. Standard methods used are telephones or radios.

5.3.4. Agreements between base and civilian authorities should be made to expedite assistance and define guidelines to be used. Many off base law enforcement agencies have school resource officers who work on military installations. Ensure these are addressed in agreements.

5.4. Identify Investigative Jurisdiction .

5.4.1. The security forces controller should be familiar with AFI 31-206, *Security Forces Investigations Program*. This document will assist the investigator in determining investigative jurisdiction over a purely military offense by using the investigative matrix.

5.4.2. The security forces controller should be aware of which local law enforcement agencies have jurisdiction over civilians who commit offenses within the boundaries of the installation. Often times, two or more local agencies may have jurisdiction over incidents involving civilians. Local guidelines should be established to assist in determining which agency to call for the various types of offenses that may occur.

5.5. Identify the Legal Jurisdiction . The military always has jurisdiction over UCMJ offenses committed by military members, anywhere in the world. Local civilian governments have jurisdiction over civilian criminal offenses committed by military members in the local community. However, they may also have jurisdiction over offenses committed on a military installation, depending on the legal jurisdiction of the land on which the installation sits. To further complicate matters, some installations are a mix of various types. These are the types of jurisdiction that may apply:

5.5.1. Exclusive Jurisdiction: The federal government has sole authority to enforce the law on the installation. Civilians who commit offenses in areas of exclusive federal jurisdiction are cited or detained and handed over to federal civilian authorities, such as a federal magistrate, the U.S. Marshal or the FBI.

5.5.2. Concurrent Jurisdiction: Both the federal and state governments have authority to enforce the law on the installation. When there is a conflict, the federal government prevails under the Supremacy Clause of the Constitution (Art. VI, Clause 2, U.S Constitution).

5.5.3. Partial Jurisdiction: Both the federal and state government have some authority, but neither has exclusive power. For example, a state may have retained criminal jurisdiction over an installation or part of an installation (housing areas, for example). Again, in a conflict, the federal supremacy applies.

5.5.4. Proprietary Jurisdiction: The U.S. has the same rights as any property owner—the U.S. and it's personnel on base are treated as tenants, subject to the state law (and federal laws that do not rely on territorial jurisdiction, usch as espionage, bank robbery, tax fraud, counterfeiting, etc.) The federal government still maintains sovereign immunity and supremacy for inherently governmental functions.

5.6. Communications .

5.6.1. The base telephone system is used for communications between the security control center, other base agencies and offices, fixed posts, guard towers, etc. Telephones will be military, commercial or field systems.

5.6.2. Various types of non-tactical radios are used to maintain communications between the control center and patrols. The radio is the primary means of communications between the control center and patrols.

5.6.2.1. The base station radio is either a fixed or transportable radio that can be operated by either a battery or 110-volt circuit. Operators must be proficient in the operation of the radio. The security forces controller maintains radio discipline and all radio communication in order to sustain an effective radio net. Security forces who use the radio net will use "clear speech" radio procedures

at all times (local codes are **not** authorized), with appropriate call signs, keeping the message short.

5.6.2.2. Ensure the phonetic alphabet (**Attachment 2**) is used for abbreviations and words that are hard to understand.

5.6.2.3. Ensure procedure words (prowords) (**Attachment 2**) are used in radio communication to shorten sending time and to simplify clear reception.

5.6.2.4. The mobile two-way radio is used by vehicle patrols to maintain communications with other patrols as well as the security forces controller.

5.6.2.5. Walking patrols, mobile patrols and those individuals on fixed posts use the portable hand held radio.

5.7. Routine Duties.

5.7.1. Security forces controllers must be able to take information quickly and accurately as well as give information and answer questions. They must be excellent communicators and exhibit a positive and professional attitude when dealing with the public. No matter how hectic and stressful circumstances become (multiple incidents, hostile telephone callers, etc.); controllers must maintain their composure and control of the situation. The need for a positive, professional image cannot be overemphasized.

5.7.2. Dispatching patrols is a very important task of the controller. Knowing the most direct routes to incidents as well as hazards is a must to assist patrols. The security forces controller must know the call signs and dispatch accordingly.

5.7.3. Keeping track of all patrols is a very important part of a controller's duties. Knowing who is posted on which post and the general area of each patrol are very important when dispatches are made.

5.7.4. The security forces controller must always keep the flight chief and flight commander informed of all activities, incidents and the status of each.

5.7.5. Maintaining forms is another duty of the security forces controller. Filling out required forms and processing them is a massive job that must be done accurately and in accordance with governing directives.

5.7.6. At most bases, the security forces controller is responsible for monitoring the alarm panel board. This panel board must be readily visible to the person behind the control desk, but not obvious to the public. It is imperative that the security forces controller be highly knowledgeable of the alarm systems. He/she is responsible for conducting alarm system checks and reporting deficiencies. The security forces controller will also maintain a list of persons authorized to open and close alarmed facilities as well as local authentication codes devised and used to verify the openings and closing of such facilities. In addition to the authentication codes, the security forces controller must have access to duress codes for each facility. In case of activation, the security forces controller must be familiar with the base anti-robbery procedures and use locally devised checklists to ensure adequate response to incidents. Fund activities will be given a priority listing. If multiple alarms occur, the security forces controller will dispatch patrols according to established priorities.

5.7.7. When the base detention facility is located adjacent to the security forces control center, the security forces controller may be responsible for monitoring the facility to ensure order and health and

welfare of the prisoners. Local procedures must be developed to assist the security forces controller in the execution of this duty. The security forces controller must be versed in detention transfer, release and emergency procedures used locally.

5.8. Emergency Duties.

5.8.1.   Each security forces unit should have a locally devised duress code system to communicate between posts, patrols and the security forces controller to ensure assistance, should the need arise. The security forces controller must remain alert at all times. Should a duress situation arise, it must be handled expeditiously and effectively.

5.8.2.   All bases will have emergency notification/recall procedures. Normally, it is the responsibility of the security forces controller to implement these procedures during emergency situations. Checklists should be devised locally to ensure all essential personnel have been notified and/or recalled.

5.8.3.   The security forces controller should have a checklist available to cover emergencies which could arise within the local area, such as for example:

   5.8.3.1. Civil disturbance.

   5.8.3.2. Anti-robbery.

   5.8.3.3. Natural disaster.

   5.8.3.4. Bomb threat.

   5.8.3.5. Aircraft accident.

   5.8.3.6. Anti-hijacking.

   5.8.3.7. Mass casualty.

   5.8.3.8. Emergency security operations (ESO).

   5.8.3.9. Emergency corrections/detention procedures.

      5.8.3.9.1. Prisoner escapes.

      5.8.3.9.2. Prisoner disorder.

      5.8.3.9.3. Power failure.

      5.8.3.9.4. Fire.

   5.8.3.10. HAZMAT procedures.

   5.8.3.11. FPCON measures.

5.8.4.   An emergency generator will be available for power failures at the control center. The security forces controller must be familiar with the local operating and test procedures to ensure a smooth transition to generator power during failures.

Chapter 6

SUPERVISORY DUTIES

6.1. Qualified to Perform All Duties of Subordinates . Supervisors should be familiar with and qualified to perform the duties of their immediate subordinates. This allows the supervisor to accurately assess the requirements of the duty position and to compare them with the skills and abilities of the subordinate.

6.2. Orient New Personnel . It is the supervisor's responsibility to orient his/her new personnel to the unit, it's mission and unique aspects of the subordinate's duty position. The supervisor should make the effort to make the new subordinate feel welcome and be available to answer questions.

6.3. Determine Work Priorities . A supervisor must identify critical tasks required and allocate manpower based on the requirements and necessity of each task. In most security forces units, a post priority chart will be used to allocate manpower. As available manpower declines, posts of less importance go unmanned before those of higher priority. Similarly, a supervisor must decide which tasks are to be completed with available manpower.

6.4. Planning and Scheduling Work Assignments/Assign Personnel to Duty Positions . The supervisor should maintain a record of each subordinate's qualifications and certifications to assist in assigning posts. When possible, personnel should be rotated through each post for which they are qualified in order to maintain proficiency.

6.5. Establish Performance Standards . Supervisors must instill a work ethic in each of their subordinates and set and maintain the standards that each subordinate will be judged in the performance of their duties.

6.6. Evaluate Work Performance . Each supervisor is tasked with observing the performance of their subordinates and relating these observations to established performance standards.

6.7. Counsel Personnel. Supervisors should regularly meet with their subordinates and discuss with them, any issues involving duty performance. These discussions should cover positive and negative aspects of the subordinate's performance. A plan should be developed between the supervisor and subordinate, incorporating verifiable goals and objectives, to outline how any deficiencies will be corrected. This should be a continuing process and should not only be limited to scheduled performance feedback sessions. The supervisor should always be available to discuss and offer advice to subordinates concerning personal problems. If any particular problem is beyond the supervisor's knowledge or expertise, they should make every effort to refer the subordinate to an appropriate person/agency who can help. Counseling sessions (positive or negative) should always be documented.

6.8. Initiate Corrective Action for Substandard Performance . If a subordinate demonstrates substandard duty performance, the supervisor should investigate to determine the cause. Once it has been determined that a performance deficiency is not the result of lack of training, defective training or other circumstances beyond the subordinate's control, the supervisor should initiate corrective action for substandard performance. For minor situations, a verbal or written counseling should normally be sufficient to correct the problem. In more severe circumstances, or in cases of repeated deficiencies, the supervisor

should consider a verbal or written reprimand. In serious cases, the supervisor should consult with his/her chain of command and possibly forward the action to the commander for nonjudicial action. Again, document counselings.

6.9. Review and Write Correspondence/Reports . There are numerous documents generated in a security forces unit. These documents range from letters and memoranda to blotters, incident reports and performance reports. It is the responsibility of supervisors, at each level, to review correspondence and reports written by subordinates for content, grammar, neatness and accuracy.

6.10. Conduct Post Checks . On-duty supervisory personnel conduct post checks to ensure posted personnel are alert and knowledgeable of the assigned duties and responsibilities. Post checks include an inspection of security forces facilities and equipment. Ensure some of the time is spent getting to know flight personnel. This can be a great time to discover any problems a subordinate may have.

6.11. Post Visits . Post visits are a means for senior representatives to visit on-duty security forces to verify their job knowledge and performance in their work environment. It is also a way to inspect facilities, take questions, detect problem areas and ascertain the welfare of personnel. Conduct post visits during both traditional and non-traditional duty hours.

6.12. Post Reporting . Report the status of the post to the senior person conducting the post check or visit.

6.13. Conduct Security Forces Guardmount . Guardmount is a formal military formation conducted at the start of the security forces shift. Use guardmount to determine the readiness of personnel, to include their appearance and mental and physical condition. Use guardmount to conduct roll call, announcements, security status briefing, weapons inspection and post assignments. Flight chiefs should also use guardmount as a recognition ceremony for deserving personnel and for training. For procedures on conducting guardmount refer to **Chapter 2** of this manual.

Chapter 7

CUSTOMS OPERATIONS

7.1. General Concepts of Customs. Security forces must occasionally conduct customs inspections, so personnel must understand the purpose, method and complexity of them.

7.1.1. General customs law. Personnel, whether military or civilian, when traveling on civilian aircraft must comply with customs laws. Upon entry into and departure from the United States, personnel on military aircraft must, by law, comply with the border clearance requirements of the various federal agencies. Federal officials perform border clearance functions at foreign clearance bases in the United States. However, US Air Force personnel may perform customs functions at special foreign clearance bases where specifically authorized by HQ USAF. The US Customs Service authorizes DoD customs inspectors (referred to as Military Customs Inspectors--MCIs) to assist US Customs officials at regular foreign clearance bases. Local agreements with the appropriate regional commissioner of customs govern duties of MCIs at foreign clearance bases.

7.1.2. Definitions.

7.1.2.1. Customs Territory of the United States (CTUS). The fifty states, District of Columbia, Guam and Puerto Rico.

7.1.2.2. Contraband. Material goods, plant and animal products or pests and articles prohibited entry into the customs territory of the United States, including controlled substances as defined in 21 U.S.C. 812.

7.1.2.3. Defense Transportation System. The Defense Transportation System (DTS) consists of military controlled air, land and sea transportation and terminal facilities.

7.1.2.4. Examination. The process of scrutinizing personal property, parcel mail and other DoD cargo, including physical opening of baggage, parcels, cartons, containers and disassembly of articles (as required) to determine the contents. Examination of personnel involves the physical search for contraband.

7.1.2.5. Inspection. The detailed observation of personal property, letter and parcel mail and other DoD cargo, noting their markings and other physical characteristics. Inspection of personnel involves observation or oral questioning to determine the potential for customs violations.

7.1.2.6. Sterile area. An enclosed or protected area at origin or enroute stop where passengers, baggage or cargo are held to eliminate contact with, or intrusion by, unauthorized personnel, plant and animal products and pests, subsequent to customs inspection until embarkation and loading or re-embarkation and reloading on transport for movement into the US.

7.1.2.7. Amnesty box. A suitable slotted receptacle for small packages from which contents can be recovered only by opening a locking device.

7.1.2.8. Military Customs Inspector (MCI). Commissioned officers, warrant officers, enlisted personnel with the rank of E-4 or above or enlisted security or military police personnel regardless of rank, who have satisfactorily completed a US Customs-approved training course and work under direct supervision of a noncommissioned officer; and Department of Defense Civilian employees (GS-5 and above) who are citizens of the United States are MCIs.

7.1.2.9. Military Customs Inspection (Excepted) (MCI(E)). Refers to an individual designated to perform customs functions by the Commissioner of Customs at US foreign clearance bases. MCI(E)'s are not employed overseas and do not function under the auspices of the DoD Military Customs Inspection Program.

7.2. Border Clearance Program .

7.2.1. Objectives of the border clearance program. It is the Air Force objective to:

7.2.1.1. Ensure all entry and departure laws and regulations of the US Government border clearance agencies and foreign governments are complied with.

7.2.1.2. Prevent smuggling of narcotics, dangerous drugs and other contraband on DoD aircraft and DoD-controlled aircraft and transportation channels.

7.2.1.3. Perform customs and anti-smuggling inspections and examinations according to instruction in applicable publications.

7.2.2. Basic policy. It is Air Force policy to:

7.2.2.1. Reduce re-inspections to prevent inconvenience to passengers and crew members, whenever possible.

7.2.2.2. Provide sterile storage areas at all accredited installations.

7.2.2.3. Ensure personal property and DoD cargo shipments are safeguarded in sterile areas until moved.

7.2.2.4. Ensure containers with personal and DoD cargo are packed/sealed according to instructions.

7.2.2.5. Prevent the flow of narcotics and dangerous drugs through the U.S. Mail.

7.2.2.6. Ensure all designated MCIs are properly trained and qualified.

7.2.2.7. Inspect and examine inter- and intra-theater movements when required by the theater commander. In-country flights are not inspected except for cause.

7.2.2.8. Inspect CONUS departing flights enroute overseas if a specific threat is identified or to those remote locations where drugs might be transported from the United States. Authority to inspect airframes, passengers, crew, baggage and cargo rests with the MAJCOM concerned.

7.2.2.9. Get customs accreditation at all Air Force overseas locations that process passengers, baggage and cargo.

7.2.2.10. Cooperate fully with the theater commander and the US Customs advisor.

7.2.2.11. Limit the use of drug detector dog teams on passengers and aircrew members moving on DoD aircraft, to definite threats.

7.2.2.12. Receive information.

7.3. Customs Duties and Responsibilities . The installation may have a mission involving customs operations. If tasked, personnel must have an understanding of the background, terms and inspection procedures for customs duty within the Air Force. On installations, the chief of transportation oversees the customs, border clearance and anti-smuggling programs. Within the Air Force, the OPR for customs

duties is logistics (ILG). ILG has developed a number of AFIs detailing specific duties and responsibilities by theaters of operation. The chief of security forces will ensure commensurate customs training is available, if required. Coordinate with AFOSI on customs investigations or suspected anti-smuggling violations. These documents provide the basis of the information needed; specifically: AFI 24-401, **Customs—Europe**; AFI 24-402, **Customs—Pacific**; AFI 24-403, **Customs—Southern**; AFI 24-404, **Customs—Domestic**; AFI 24-405, **DoD Foreign Clearance Guide**.

   7.3.1. Chiefs of security forces:

      7.3.1.1. Ensure the standards and procedures prescribed by applicable 24-series instructions regarding security forces responsibilities are met.

      7.3.1.2. Ensure MCIs assigned to security forces activities are fully trained and qualified.

      7.3.1.3. Give required statistical information to the chief of transportation.

      7.3.1.4. Ensure military narcotic detector dogs are used as required by applicable 24-series instructions.

      7.3.1.5. Coordinate with AFOSI on US Customs investigations or suspected anti-smuggling violations.

7.4. Training and Appointment . Performing MCI duties requires proper training. The US Customs Service and other border clearance agencies are available to conduct periodic classes to train Air Force personnel as MCIs. Appointments as customs inspectors usually are made at the conclusion of each class. A list of appointees is sent to the individual's base of assignment. Installation commanders then designate, in writing, those personnel authorized to perform customs duties.

7.5. Inspection Procedures . During baggage examinations, security forces customs inspectors also inspect for restricted or prohibited items being imported. Any questions concerning such items must be referred to the nearest US Customs Office for clarification. The chief of security forces, pending receipt of disposition instructions, must secure confiscated items. The property is recorded on AF Form 52, **Evidence Tag** and a chain of custody provided until final disposition is made. Report minor violations of customs and related laws and regulations on AF Form 3545, **Incident Report**. A copy of this report should be forwarded to the AFOSI and the US Customs Office. All major violations will be reported immediately. Normally US Customs will refer these violations to AFOSI for investigation.

   7.5.1. Initial arrival actions. MCIs must meet all aircraft requiring customs clearance on arrival and complete the following:

      7.5.1.1. Collect required border clearance forms from the aircraft commander. Clearance forms include the following:

         7.5.1.1.1. Customs Form 7507, **General Declaration**--required for each flight.

         7.5.1.1.2. A flight order--required for crew members.

         7.5.1.1.3. DD Form 1385, **Cargo Manifest**--required when the aircraft is carrying cargo.

         7.5.1.1.4. Passenger Manifest--required when the aircraft is carrying passengers.

         7.5.1.1.5. Permit to proceed if the mission is proceeding to another location where the border clearance requirements will be accomplished.

7.5.1.2. Ensure passengers and crew members are reminded of restrictions concerning departures and removal of cargo, baggage and effects before completion of customs inspection.

7.5.1.3. Passengers and crew members must be controlled and segregated from other personnel until their baggage has been customs processed.

7.5.2. Aircraft inspection. After the passengers have been off-loaded, MCIs board the aircraft and conduct a brief inspection for baggage or other personal effects that might have been hidden or purposely left behind. If items are found, they will be confiscated and an attempt made to establish ownership. A drug detector dog team will be used to inspect all aircraft arriving from non-accredited areas. At a minimum, a drug detector dog team will inspect 10 percent of the flights arriving from accredited areas.

7.6. Processing Passengers and Aircrews .

7.6.1. Examination of declaration. One copy of DD Form 1854, **Customs Accompanied Baggage Declaration,** is collected from each passenger or crewmember immediately before baggage inspection. Each declaration is examined for completeness. Check the individual's last date of departure from the US against the date of entry to determine the personal exemption entitlement. The price or value of all items declared must be in US currency.

7.6.2. Correction of errors. Before the inspection begins, personnel are permitted to add articles to or amend their declarations. An article may be added to the declaration after the inspection has begun only if:

7.6.2.1. No undeclared or undervalued items have been found.

7.6.2.2. The inspector is satisfied there was no fraudulent intent.

7.6.3. Assessment of duty. All articles imported into the Customs Territory of the United States are subject to customs duty, unless specifically exempted by the tariff laws. These laws provide for certain items to be admitted duty free, and, in addition, allow a variety of exemptions. MCIs do not assess or collect duties or tax. A US Customs official computes the amount of duty to be paid from the customs declaration when it is sent to the appropriate US Customs Service Office. Therefore, a legible and understandable declaration must be submitted.

7.6.4. Inspection of accompanied baggage. MCI(E)s conduct an inspection of all accompanied baggage and personnel arriving from non-accredited locations. The local US Customs inspector establishes what percent of accompanied baggage will be examined by MCI(E)s. These inspections should focus on:

7.6.4.1. Prohibited and restricted articles with particular attention to controlled substances, firearms and plant/animal products.

7.6.4.2. Undeclared suitable articles.

7.6.5. Inspection of personnel by drug detector dogs. Detector dogs are not used to inspect passengers or crew unless there is specific reason to believe controlled substances are on board.

7.6.6. Examination of baggage and personnel. Baggage and personnel are examined only if:

7.6.6.1. Undeclared or prohibited items belonging to the individual have been found during the inspection.

7.6.6.2. There is other specific reason to suspect a particular passenger.

7.6.6.3. An examination is directed by a US Customs official.

7.6.7. Inspection or examination of civilians. When a civilian objects to being inspected or examined, the individual is detained and a US Customs official contacted for instructions.

7.6.8. Violations.

7.6.8.1. Minor violations. In dealing with passengers, Customs evaluates and normally treats minor and inadvertent violations committed by inexperienced travelers in a lenient manner. For example, articles acquired abroad and not declared or undervalued, if their importation is not prohibited or restricted, and:

7.6.8.1.1. Would be duty free and nontaxable if they had been properly declared. Such articles may be passed free with a note made on the declaration by the inspector that this was done according to 24-series instructions.

7.6.8.1.2. As a group, the articles have insignificant value.

7.6.8.1.3. Items would not be totally free of duty and tax if properly declared, but the inspector believes that there was no fraudulent intent. Such property may be admitted, but fully described on the declaration so that the US Customs official may assess appropriate penalties.

7.6.8.2. Major violations. Any violation that requires personal search, seizure or excessive delay of a crewmember or passenger is a major violation. These are cases where:

7.6.8.2.1. The violation is willful, concealment of articles, labels removed from clothing, false or double invoices or the passenger's own admission.

7.6.8.2.2. The violation is not established to be willful, but involves a large sum of money. For example, the value of the undeclared article or the margin between the declared and the real value is such as casts a doubt the declaration was made in error. No violation of this type is deemed minor by reason of the wealth of the violation.

7.6.8.2.3. The violation is of commercial nature, such as for resale or as a business gift. The character of the undeclared or undervalued items, the passenger's admission, or other evidence can determine this.

7.6.8.2.4. The violation involves prohibited articles such as controlled substances.

7.6.9. Advisement of rights. In all instances where personnel are suspected of having committed a customs violation, the suspect will be advised of his/her rights under provision of Article 31, UCMJ or the Fifth Amendment to the US Constitution, before questioning.

7.6.9.1. If the case is deemed to be within AFOSI purview, all attempts will be made to wait for AFOSI before conducting the rights advisement.

7.6.10. Detention of personnel and baggage. The question of detaining personnel or baggage usually is decided by the seriousness of the offense. In minor violations, personnel and baggage normally are dealt with according to paragraph **7.6.8.1.** above. Whereas, in cases involving major violations, a US Customs inspector is requested to provide instructions for the disposition of both the offender and the property in question. As a general rule, contact a US Customs official for help.

7.6.11. Receipts. In all cases where property is detained, an AF Form 52, **Evidence Tag**, is completed properly.

7.7. Assistance of US Customs Inspectors . The US Customs Service has requested that US Customs officials be contacted in each of the following situations:

7.7.1. Civilian passengers. For clearance of flights carrying civilian personnel.

7.7.2. Unapproved aircraft landing. In cases where unapproved aircraft land as a result of adverse weather or mechanical difficulties.

7.7.3. Major violations. In cases where major customs violations are discovered.

7.7.4. Examination of baggage. In cases where the examinations of baggage is considered necessary.

7.7.5. Procedural questions or doubts. In cases where questions or doubts exist as to procedures.

7.7.6. Each Special Foreign Clearance Base is provided a list of customs officials who can help when needed. In some instances, customs officials may not be able to come to the base; however, they can advise security forces customs inspectors how to proceed under varying circumstances.

Chapter 8

COMMUNICATIONS

8.1. Security Forces Communications Requirements . Of all supporting equipment and facilities used in security operations, the security communications system is one of the most important. Through this system, voice reports signaling detected events are transmitted to control centers. This transmission starts security forces reaction to threatening events. Installations supporting protection level resources must have a security forces radio net with at least two frequencies or the system must allow the security forces continuous communications during radio net saturation, jamming or interference conditions.

8.2. Security Forces Radio Net Capabilities . Units must make the best possible use of systems that provide secure voice capabilities or comply with Data Encryption Standards (DES). As existing non-DES systems reach the end of their life cycles, units must incorporate DES into replacement systems. Provide land-mobile radios, base stations and repeaters with an uninterruptible power source.

8.3. Frequency Requirements . Units must assign and issue radio frequency authorizations according to AF frequency authorization directives. See AFIs 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems and the Military Affiliate Radio System* and 33-118, *Radio Frequency Spectrum Management,* for complete requirements.

8.4. Types of Radios. Intrabase radio systems include the following components:

8.4.1. Base Stations. Fixed two-way radios, usually located in control centers.

8.4.2. Base Station Remotes. Fixed two-way radios installed on fixed posts. Remotes are basically amplifiers connected to the base station with telephone lines and use the base station to send and receive calls.

8.4.3. Mobile Two-Way Radios. Usually installed in security forces vehicles. These radios can communicate over great distances in dispersed situations. Some models can be easily removed from vehicles, making them mobile-portable radios.

8.4.4. Portable Radios. Two-way radios, used on walking patrols, SRTs, security patrols and fixed posts. These radios can communicate over short distances and are used for most normal day-to-day operations.

8.5. Radio Equipment Distribution . Provide radios to security forces as follows:

8.5.1. Give each static security forces member a portable or fixed two-way radio.

8.5.2. Give FTs two two-way radios, one per two people.

8.5.3. Equip each vehicle security forces use on a regular basis with a mobile or mobile-portable two-way radio.

8.5.4. Install direct or hot line instruments at each permanent static post.

8.5.5. Ensure units devise manual systems at each installation with protection level resources to back up the LMR and landline systems.

8.5.6. Installations with protection level resources must back up the LMR system with a land-line system.

8.6. Backup Systems . Radio systems can be supported with the following:

8.6.1. The first backup system is comprised of installation telephone services and field systems. The telephone service provides lines for calling on and off the installation, connection of special (hot) lines, lines for fixed posts and DSN capability. Field systems are tactical phone systems, normally manually operated and providing service to stations connected to the system. See AFH 31-302, *Air Base Defense Collective Skills,* for available field systems.

8.6.1.1. Cellular telephones are tools that are very useful. CSFs determine who requires use of a cellular telephone.

8.6.2. The second backup system is comprised of manual signal techniques. These signals can be established and implemented at MAJCOM, installation and unit level. These signals include hand and arm signals, flashlights, flares, smoke grenades, whistle and weapon as a last resort. *NOTE:* If weapons are used, they will be pointed in a safe direction so projectiles will not jeopardize human life or damage resources.

8.7. Communication Systems . The security forces communications system is a critical part of flight enforcement operations. Through this system, transmit voice reports to the control point (security control center) where enforcement operations are managed. Timely reporting enables prompt reaction to threatening events. Key components of security forces communications include:

8.7.1. Telephone (base and cellular).

8.7.1.1. Security forces commanders publish policies concerning use of cellular telephones

8.7.2. Secure phones.

8.7.3. Pagers.

8.7.4. Various radio nets which may include security, with associated repeaters and trunkers.

8.7.5. Computer access to the Air Force Law Enforcement Terminal System (AFLETS).

8.7.6. Alarm systems.

8.7.7. 911 emergency telephone systems.

8.7.8. Hotlines.

8.8. Radio Procedures . Practice improves message transmission and reception. Security force members must ensure they understand local radio transmission procedures. Proper use of these procedures will ensure the radio net works well under both normal and emergency conditions.

8.8.1. Call Signs. Each post/patrol with a radio is assigned a combination of words and phonetics (letters and/or numbers) used to identify the post/patrol. These "call signs" simplify, clarify and make communications more protected (preclude disclosing individual's name). When contacting another post/patrol, the calling station first identifies the station being called, followed by their call sign, for example, "Police One, this is control." In this example the security forces control center (Control) is calling Police One (a patrol).

8.8.2. Procedure words (Prowords) are used in radio/telephone communications to shorten transmissions and facilitate message reception (see **Attachment 3**).

8.8.3. Clear speech. Security forces who use the radio should use clear speech procedures. Keep the message short and use as few words as possible. Example:

> Base Police: "Police One, this is Base Police."

> Police One: "Base Police, Police One, at the library, all secure."

> Base Police: "Police One, contact Airman Jones at Dormitory 431, Room 27, reference theft, acknowledge."

> Police One: "Base Police, I copy Airman Jones, Dorm 431, Room 27, reference theft. Police One, out."

8.8.4. Use the phonetic alphabet (see **Attachment 2**) when accurate communication is critical. Speech transmitting techniques used in radio/telephone communications are extremely important. Transmit words that are normally difficult to understand in radio/telephone communication, abbreviations and groups of letters using the phonetic alphabet.

8.8.5. Duress signals or words, often referred to as codes, are designed for transmission in a manner that is not noticed by an untrained person, but alerts a security forces member receiving the signal. Use locally developed duress codes for emergency or distress situations.

8.9. Prohibited Radio Practices . When using the radio, security forces should know Federal Communications Commission (FCC) prohibited practices:

8.9.1. Use of profane or obscene language.

8.9.2. Transmission of superfluous (unnecessary or extravagant), false or deceptive signals.

8.9.3. Transmissions not in accordance with the limitations of a station license or by an unlicensed station. For example, the license granted to security forces limits range to 150 miles and does not allow for transmitting music or commercial radio signals.

8.10. Interference . Interference is natural or man-made radiation of electrical energy that causes difficulty in reception of signals. Electrical devices such as vehicle ignition systems, sparking brushes on motors or generators and similar kinds of machines that generate an electromagnetic field are examples of man-made interference. Natural source interference occurs in four classifications:

8.10.1. Atmospheric interference from electrical storms.

8.10.2. Solar and cosmic interference from eruptions on the sun and other stars.

8.10.3. Static from charged precipitation particles in the atmosphere.

8.10.4. Propagation fading from disturbances in the medium through which radio waves pass.

8.11. Jamming . Jamming is deliberate interference intended to prevent reception of signals in a specific frequency band. Transmitting radio waves that obscure or obliterate information normally received by electronic communications devices constitutes jamming. Jamming disrupts radio communications and may surprise, confuse and/or mislead radio operators. There are two basic types of radio jamming:

8.11.1. Spot jamming is the transmission of a narrow-band signal to interfere with a specific frequency or channel.

8.11.2. Barrage jamming is the transmission of a wide-band signal to interfere with as many channels as possible.

8.12. Reports . Report all jamming and interference to the local communications squadron.

8.13. Forms Prescribed.

8.13.1. AF Form 847, **Recommendation for Change of Publication**.

8.13.2. AF Form 52, **Evidence Tag**.

8.13.3. AF Form 3545, **Incident Report**.

8.13.3.1. DD Form 1408, **Armed Forces Traffic Ticket**.

8.13.4. DD Form 1805, **Violation Notice**.

8.13.5. DD Form 2701, **Initial Information for Victims and Witnesses of a Crime**.

8.13.6. DD Form 1385, **Cargo Manifest**.

8.13.7. DD Form 1854, **Customs Accompanied Baggage Declaration, U.S.**

RONALD E. KEYS,   Lt Gen, USAF
Deputy Chief of Staff/Air & Space Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD Directive 1010.7, Changes 1 & 2, *Drunk and Drugged Driving by DoD Personnel*

DoD Directive 1325.4, *Confinement of Military Prisoners and Administration of Military Corrections Programs and Facilities*

DoD Directive 1325.6, *Guidelines for Handling Dissident and Protest Activities Among Members of the Armed Forces*

DoD Directive 1325.7, *Administration of Military Correctional Facilities and Clemency and Parole Authority*

DoD Directive 2000.12, *DoD Antiterrorism/Force Protection (AT/FP) Program*

DoD Directive 2000.12-H, Changes 1 & 2, *Protection of DoD Personnel and Activities Against Acts of Terrorism and Political Turbulance*

DoD Directive 3025.12, *Military Assistance for Civil Disturbances (MACDIS)*

DoD Directive 3025.13, *Employment of Department of Defense Resources in Support of the United States Secret Service*

DoD Instruction 2000.16, Change 1, *Antiterrorism Standards*

DoD Directive 5030.49, *DoD Customs Inspection Program*

DoD 5100.76-M, Changes 1 & 2, *Physical Security of Sensitive Conventional Arms, Ammunition and Explosives*

DoD Directive 5200.8, *Security of DoD Installations and Resources*

DoD 5200.8-R, *Physical Security Program*

DoD 5200.31, *Single Manager for DoD Military Working Dog Program*

DoD Directive 5210.56, *Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties*

DoD Directive 5210.63, *Security of Nuclear Reactors and Special Nuclear Materials*

DoD Directive 5400.12, Changes 1 & 2, *Obtaining Information From Financial Institutions*

DoD Directive 5505.1, *DoD Criminal Investigations Standards, Policies and Procedures*

DoD Instruction 5505.3, *Initiation of Investigations by Military Criminal Investigative Organizations*

DoD Instruction 5505.8, *Investigation of Sexual Misconduct by the Defense Criminal Investigative Organizations and Other DoD Law Enforcement Organizations*

DoD Directive 5505.9, *Interception of Wire, Electronic and Oral Communications for Law Enforcement*

DoD Directive 5505.9-M, *Procedures for Wire, Electronic and Oral Interceptions for Law Enforcement*

DoD Directive 5525.4, *Enforcement of State Traffic Laws on DoD Installations*

DoD Directive 5525, *DoD Cooperation with Civilian Law Enforcement Officials*

DoD Instruction 5525.10, *Using Military Working Dog Teams Using Military Working Dog Teams (MWDTs) to Support Law Enforcement Agencies in CounterDrug Missions*

DoD Instruction 6055.4, *DoD Traffic Safety Program*

DoD Directive 7730.47, *Defense Incident-Based Reporting System (DIBRS)*

DoD 7730.47-M, Change 1, *Manual for Defense Incident-Based Reporting System*

White Paper, *Integrated Base Defense (IBD) CONOPS*

AFI 10-217, *Resource Augmentation Duty (READY) Program*

AFPD 31-1, *Physical Security*

AFPD 31-2, *Law Enforcement*

AFI 31-101, *The Air Force Installation Security Program*

AFJI 31-102, *Physical Security*

AFI 31-201, *Security Police Standards and Procedures*

AFMAN 31-201, Volume 1, *Security Forces History and Organization*

AFI 31-202, *Military Working Dog Program*

AFI 31-203, *Security Forces Management Information System (SFMIS)*

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*

AFI 31-205, *The Air Force Corrections System*

AFI 31-206, *Security Forces Investigations Program*

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFI 31-208, *Remotivation Program*

AFI 31-210, *The Air Force Antiterrorism/Force Protection (AT/FP) Program Standards*

AFJI 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations*

AFJI 31-215, *Military Sentences to Confinement*

AFH 31-218, *Law Enforcement Missions and Procedures*

AFMAN 31-219, *USAF Military Working Dog (MWD) Program*

AFMAN 31-222, *Security Forces Use of Force Manual*

AFI 31-229, *USAF Weapons Handling Manual*

AFI 31-301, *Air Base Defense Collective Skills*

AFI 31-406, Applying North Atlantic Treaty Organization (NATO) Protection Standards

AFMAN 36-2225, *Security Forces Training and Standardization Evaluation Programs*

AFI 33-106, *Managing Hight Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System*

AFI 33-118, Radio Frequency (RF) Spectrum Management

AFMAN 36-226, *Combat Arms Program*

AFMAN 36-227, Vol 1, *Combat Arms Training and Maintenance (CATM) Management and Range Operations*

AFMAN 36-227, Vol 2, *Combat Arms Training and Maintenance Rifle, Handgun, Shotgun, Grenade Launcher, M72 Light Antitank Weapon, Submachine Gun and M249 Squad Automatic Weapon Training Programs*

AFMAN 36-227, Vol 3, *Combat Arms Training and Maintenance M60 Machine Gun, M-19 40 MM Machine Gun and M2 .50 Caliber Machine Gun Programs*

AFPD 71-1, *Criminal Investigations and Counterintelligence*

AFI 40-501, *The Air Force Fitness Program*

AFI 40-502, *The Weight and Body Fat Management Program*

AFI 71-101, Vol 1, *Criminal Investigations*

Abbreviations and Acronyms

ABD—Air Base Defense

AFH—Air Force Handbook

AFMAN—Air Force Manual

AFOSI—Air Force Office of Special Investigations

CBS—Close Boundary Sentry

CCTV—Closed Circuit Television

CONUS—Continental United States

CSF—Chief, Security Forces

CTUS—Customs Territory of the United States

DES—Data Encryption Standards

EC—Entry Controller

ESO—Emergency Security Operations

FBI—Federal Bureau of Investigations

FPCON—Force Protection Condition

FT—Fire Team

IDS—Intrusion Detection System

IEC—Installation Entry Controller

ISC—Installation Security Council

IVA—Immediate Visual Assessment

LEE—Law Enforcement Ensemble

MAJCOM—Major Command

MCI—Military Customs Inspector

MSCFO—Master Surveillance Control Facility Operator

MWD—Military Working Dog

RAM—Random Antiterrorism Measure

READY—Resource Augmentation Duty Program

SJA—Staff Judge Advocate

SRT—Security Response Team

UCMJ—Uniform Code of Military Justice

Attachment 2

PHONETIC ALPHABET WORDS

LETTER/NUMBER	WORD	PRONUNCIATION
A	ALPHA	ALFAH
B	BRAVO	BRAH VO
C	CHARLIE	CHAR LEE
D	DELTA	DELL TA
E	ECHO	ECK O
F	FOXTROT	FOKS TROT
G	GOLF	GOLF
H	HOTEL	HO TELL
I	INDIA	IN DEE AH
J	JULIETT	JEW LEE ETT
K	KILO	KEY LOW
L	LIMA	LEE MA
M	MIKE	MIKE
N	NOVEMBER	NO VEM BURR
O	OSCAR	OSS CAR

LETTER/NUMBER	WORD	PRONUNCIATION
P	PAPA	PAH PAH
Q	QUEBEC	KWA BECK
R	ROMEO	ROW MEO
S	SIERRA	SEE AIR RAH
T	TANGO	TANG GO
U	UNIFORM	YOU NEE FORM
V	VICTOR	VIC TORE
W	WHISKEY	WISS KEY
X	XRAY	ECKS RAY
Y	YANKEE	YANG KEY
Z	ZULU	ZOO LEW

NUMBERS

1	ONE	WUN
2	TWO	TOO
3	THREE	TREE
4	FOUR	FOW - er
5	FIVE	FIFE

LETTER/NUMBER	WORD	PRONUNCIATION
6	SIX	SIX
7	SEVEN	SEV - en
8	EIGHT	AIT
9	NINE	NINE - er
10	TEN	TIN
11	ELEVEN	E LAV - en
12	TWELVE	TWELL
13	THIRTEEN	THIRD TEEN
14	FOURTEEN	FOR TEEN
15	FIFTEEN	FIFT TEEN
16	SIXTEEN	SIX TEEN
17	SEVENTEEN	SEV - en TEEN
18	EIGHTEEN	AIT TEEN
19	NINETEEN	NIN TEEN
20	TWENTY	TWIN TEE
30	THIRTY	THIRD TEE
40	FORTY	FOUR TEE

LETTER/NUMBER	WORD	PRONUNCIATION
50	FIFTY	FIF TEE
60	SIXTY	SIX TEE
70	SEVENTY	SEV EN TEE
80	EIGHTY	AIT TEE
90	NINETY	NINE TEE
100	HUNDRED	HUN DRED
1000	THOUSAND	THAL SUN
1,000,000	MILLION	MIL YEN

Attachment 3

PROCEDURE WORDS (PROWORDS)

PROWORD	MEANING
ACKNOWLEDGE	Let me know you received and understood this message.
AFFIRMATIVE	Yes; permission granted or that is correct.
ALL AFTER	Everything which follows.
ALL BEFORE	Everything which precedes.
*BREAK	Indicates the separation of text from other message portions.
*CANCEL	Cancel my transmission (identify transmission) *NOTE:* This PROWORD does not have the same meaning as "DISREGARD."
DISREGARD	This transmission is in error -- disregard it. *NOTE:* Don't use this PROWORD to cancel completely transmitted messages.
GO AHEAD	Proceed with your message.
I READ BACK	The following is my response to your instructions to read back.
I SAY AGAIN	I am repeating the transmission or portion indicated.
I SPELL	I shall spell the word phonetically.
MESSAGE FOLLOWS	A message that requires recording is about to follow. Transmitted immediately after the call.
NEGATIVE	No; permission is not granted; or that is not correct.

PROWORD	MEANING
OUT	This is the end of my transmission to you and no answer is required or expected. *NOTE:* This PROWORD is always preceded by the users call sign.
*OVER	This is the end of my transmission and a response is necessary. Go ahead and transmit your response. *NOTE:* This PROWORD is normally used only in tactical communications.
*READ BACK	Repeat all of the specified part of this message back to me exactly as received.
RELAY TO (OR FOR)	Transmit this message to all addressees or to the address designation immediately following this PROWORD.
ROGER	I have received your last transmission satisfactorily.
SAY AGAIN	Repeat all or the following part of your last transmission.
*SILENCE	Cease transmission immediately. Maintain silence until instructed to resume. *NOTE:* Only a net control station may impose "silence."
*SILENCE LIFTED	Resume normal radio transmissions. *NOTE:* Only a net control station or higher authority may terminate "silence."
SPEAK SLOWER	You are speaking too quickly to be clearly understood. Speak slower and calmer.
STAND BY	Wait for further instructions or information.
THAT IS CORRECT	You are correct or what you have transmitted is correct.
THIS IS	The transmission is from whose call sign immediately follows.

PROWORD	MEANING
TIME	That which immediately follows is the time or date/time group of an electronic message.
UNKNOWN STATION	The call sign I am attempting to contact is unknown. Previously known as "last calling."
VERIFY	Confirm entire message (or portion indicated) with the sender. If original message (or portion indicated) is incorrect, send correct version.
*WAIT	I must pause for a few seconds.
*WORD AFTER	The word after.
*WORD BEFORE	The word before.

* For tactical radio transmissions only